

SECRET

17 September 1964

MEMORANDUM FOR: CIA Records Administration Officer
SUBJECT : Revised Schedule 40-64 for Office of
Director of Personnel
RESCINDS : Records Control Schedule 40-60, pages 1-4

1. Attached hereto is Records Control Schedule 40-64 for Office of the Director of Personnel. Items have been updated and modifications made where necessary.
2. It is requested that this schedule be substituted for the one presently in effect as soon as possible.

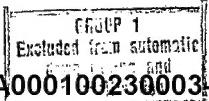
25X

[Redacted Box]
RAO/OP

Attachment:
RCS 40-64, OD/Pers.

Distribution:
Orig & 1 - Addressee

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Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

42-60

RECORDS MANAGEMENT PROGRAM

RECORDS CONTROL SCHEDULE FOR THE

OFFICE OF PERSONNEL



STAT

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RECORDS DISPOSITION AUTHORITY

Records Control Schedule (Number 40-60) for
the Office of Personnel is approved and
authority hereby given to implement the
disposition instructions contained therein.

Prepared by:

[Redacted]
X1
Area Records Officer

Approved:

[Redacted]
X1
25X

Reviewed:

[Redacted]
X1

Sept 21, 1960
Date

September 21, 1960
Date

RECORDS CONTROL FORM		SCHEDULE NO. 16 SEP 1964 CIA-RDP78-A000100230003-5	CONCURRENCE
OFFICE, DIVISION, BRANCH		SIGNATURE B. H. Bond	
Office of Personnel, Office of Director		TITLE Exec. Asst. to D/Personnel 16 SEP 1964	
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	OFFICE SUBJECT FILES Consists of policy directives, procedural statements, progress reports documenting the activities of the Office of Personnel and other papers which pertain to the development and execution of the Agency's personnel management program. Also included are special studies and memoranda for the record. (1953 -)	33.3	Permanent. Screen periodically and destroy valueless papers. Retain remainder in current files area until no longer needed for current reference. Then retire to Records Center.
2.	EYES ONLY FILE Consists of sensitive papers relating to individuals, personnel statistics, and policy matters to which access must be strictly limited.	.8	Permanent. Screen periodically and destroy material no longer needed. Retain remainder in current files area.
3.	CHRONO FILES Consists of extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically. (1963 -)	3.5	Temporary. Cut off at end of each year. Transfer to Records Center one year thereafter. Destroy when three years old.
4.	SPECIAL INTEREST CARD FILE Consists of 3x5 card file on all individuals applying for Agency employment who are of special interest, that is, individuals who have been referred to the Agency by Congressmen, White House, or other high Government echelon.	.3	Temporary. Disposal not authorized. Retain in immediate work area.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
5.	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5</p> <p>SUPERGRADE RECORDS</p> <p style="text-align: right;">SECRET</p> <p>a. Supergrade Review Board Files contain agenda, minutes of meetings and recommendations of the Board. Filed numerically by meeting number. This material is of historical value - Board no longer in existence. (1955-1961)</p> <p>b. Supergrade case files contain approvals and supporting data for all supergrade actions. Filed chronologically. These files are a continuation of "a" above. (1962 -)</p> <p>c. Official Personnel Folders of GS-18 personnel.</p>	1.0	Permanent. When no longer needed for current reference, transfer to Records Center.
6.	<p>PUBLIC SERVICE AID SOCIETY</p> <p>a. Consists of Articles of Incorporation, By-Laws, policy directives, special studies and reports, and publicity items accumulated in the establishment and administration of the Public Service Aid Society. Also included in this file are minutes of meetings.</p> <p>b. Financial records connected with the Public Service Aid Society. (Fund raising material - see Item 9b, OC/BSD).</p> <p>c. Case files contain Form A-1, PSAS Request for Assistance, correspondence pertaining to the handling of the request, including the final disposition of the case.</p> <p>d. 3x5 card file containing pertinent information regarding individuals applying for assistance from the Public Service Aid Society. Card contains name, grade, office of assignment, nature of request, etc.</p>	1.0 8.0 2.3 .1	<p>Temporary. One year after separation of employee, forward to OP/File Room for disposition.</p> <p>Permanent. Screen periodically and destroy valueless papers. Retain/^{remainder} in current files area until no longer needed for current reference. Then retire to Records Center.</p> <p>Temporary. Cut off file at end of each year. Retire to Records Center after audit and clearance. Destroy ten years thereafter.</p> <p>Temporary. Upon disposition of case, place in inactive file. When no longer needed for current reference, forward to Records Center and retain for ten years. Then return to originator for disposition.</p> <p>Temporary. Disposal not authorized. Retain in immediate work area.</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
7.	MAIL LOG Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5	.1	Temporary. Destroy when one year old.
8.	REFERENCE MATERIAL a. Consists of U. S. Code Annotated, Comptroller General Decisions, Federal Personnel Manual, legislative material, miscellaneous regulatory issuances from Dept. of State, Dept. of Defense and other Federal agencies as well as periodicals, books and other material concerned with personnel management and administration. b. 3x5 card file used as an index to "a" above. c. Contains Agency regulatory issuances, OPMs, support bulletins, Studies in Intelligence, and other material of a classified nature maintained for background and reference.	70.5 .4 3.5	Temporary. When no longer needed for reference purposes, dispose of as appropriate. Temporary. Destroy when material is no longer being retained by Office of D/Personnel. Temporary. Destroy when revised, obsolete, or no longer needed except Studies in Intelligence which will be returned to DCO/OP when no longer needed.
		126.6	Schedule 40-64 Office of Director Concurrence for disposition of Item 6 has been obtained from Audit Staff.
			APPROV [Redacted] 130ct/1964 CIA Records Administration Officer Date

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

RECORDED IN FILE NUMBER 2005/11/21 : CIA-RDP78-A000640230003-5		SCHEDULE NO.	
OFFICE, DIVISION, BRANCH		25X	
Office of Personnel, Administrative Staff		14 OCT 1987 Chief, Administrative Staff	
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p>ADMINISTRATIVE STAFF SUBJECT FILES</p> <p>a. Consists of Office of Personnel planning papers, including Operation Alert files and other material dealing with emergency evacuation. Also included in this file are survey reports, organizational charts, material dealing with ceiling and strength, cover, promotions, etc. (1946 -)</p> <p>b. Consists of correspondence and memoranda concerning parking space allocation, space allocation, maintenance, construction, equipment, supply and requisitions as well as material related to fund drives, T&A records and other matters of a routine administrative nature. (1962 -)</p>	2.8	Temporary. Screen periodically and destroy valueless papers. Retain remainder in immediate work area.
2.	<p>CAREER MANAGEMENT WORKING FILES</p> <p>a. Consists of agenda and minutes of career service board meetings, reports and supporting papers documenting the activities of the Personnel Career Service Board. Also included is material used in coordinating and planning assignments and training for personnel with SP career service designations. (1963 -)</p> <p>b. Consists of biographic profiles on all SP career service designees used as reference at career service board meetings.</p>	1.5	Temporary. Cut off annually. Destroy when two years old.
		.3	Permanent. Cut off annually. When no longer needed for current reference, retire to Records Center.
		1.3	Temporary. Destroy upon change from SP career service designation or separation of the employee.
<p>Approved For Release 2005/11/21 : CIA-RDP78-A000640230003-5</p> <p style="text-align: center;">S P E C I A L GROUP 1 Excluded from automatic downgrading and declassification</p>			

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5			
3.	SP DESIGNEE FILES a. Consists of case files on employees with SP career service designation as well as individuals assigned to OP. These files contain copies of personnel actions, career development plans for the individual, biographic profiles, training requests and records, fitness reports, commendations and special awards, recommendations of SP Career Service Board and miscellaneous correspondence. (Copies of pertinent papers are placed in Official Personnel Folder.) b. Four flexolines consist of 5x8 cards. These cards contain information already in SP designee case files excluding training.	.6 .3	Temporary. Destroy upon change from SP career service designation or separation of the employee. Temporary. Destroy upon change from SP career service designation or separation of the employee.
4.	CHRONO FILES Consists of copies of correspondence dealing with training, security, and career management originating in the Administrative Staff. (1962 -)	.7	Temporary. Cut off annually. Hold in office area for two years. Then retire to Records Center for one year. At the end of this time, destroy.
5.	EMPLOYEE LOCATOR FILE Consists of Form 642, Personnel Emergency and Locator Record, used as an employee locator on OP personnel only. Card contains employee name, address, phone, etc. along with pertinent data on emergency addressee. Arranged alpha. (Current)	.1	Temporary. Upon transfer or separation of employee forward to gaining office or ADPD as appropriate.
6.	BUDGET AND ALLOTMENT FILE Consists of copies of operating budgets, preliminary estimates, narrative and statistical statement of requirements and related work papers used in preparation of Office of Personnel budget including reports from OP offices. Also included	5.3	Temporary. Maintain material for current year as well as two previous years in immediate work area. At end of fiscal year, retire material of the oldest fiscal year to Records Center. Hold one year and destroy.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5		
7.	are advice of allotment authorizations, allotment requests and liquidated and unliquidated obligations. Filed by FY. (1962 -) RECRUITER INVENTORY FILE		
8.	Consists of accountability records for all Agency recruiters. File includes information regarding all items charged to the individual. Filed alphabetically. (Current) RECORDS ADMINISTRATION FILE	.5	Temporary. Destroy upon final clearance and separation of employee.
9.	These files consist of material relating to the Records Management and Vital Materials Programs of the Agency. Included in these files are schedules, annual inventories, procedures and all correspondence relating to both programs. Also included are lists of all items presently being stored at the Records Center and Vital Materials Repository.	1.0	Temporary. Screen periodically and destroy valueless papers. Retain remainder in immediate work area.
10.	SPECIAL PRINTING FILE Consists of files covering special printing requests. Included in these files are reproduction requisitions and miscellaneous material relating thereto. Filed by division. FORMS CONTROL FILE	.8	Temporary. Screen periodically and destroy material no longer needed. Retain remainder in current files area.
	Consists of case files maintained on all forms used and pertaining to the management of Agency personnel. These files contain samples, concurrences, copies of requests for revision, reproduction requisitions, and all working papers pertaining to that particular form. Arranged numerically by form number.	4.0	Temporary. When form is discontinued, superseded or obsolete, screen and destroy valueless papers. Place in inactive file and hold in immediate work area. When no longer needed for future reference, destroy.
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5			

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
11.	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5 TOP SECRET CONTROL FILE	SECRET .2	Temporary. Destroy ten years after document is downgraded, destroyed or sent outside control point.
	a. Consists of cards recording receipt and dispatch of TS material. Filed by TS number. b. Consists of Top Secret documents. Included in this file are Cold War Plans, certain tables of organization, and various agreements with other Government agencies.	1.0	Temporary. Return to originator when no longer needed.
12.	REFERENCE MATERIAL Consists of OTR Bulletins, Support Bulletins, supply catalogs, regulatory issuances, and administrative-type handbooks as well as training rosters, tables of organization, and various other IBM listings dealing with personnel statistics used for reference purposes.	2.0 27.8	Temporary. Destroy when superseded, obsolete, or no longer needed.

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RECORDS CONTROL SCHEDULE			SCHEDULE NO. 40-60 487A000100230003-5	CONCURRENCE	25X
OFFICE, DIVISION, BRANCH			SIGNATUR	TITLE <i>Direc/Rec</i> DATE <i>1 Jul 60</i>	
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS		
1	OFFICE SUBJECT FILE Consists of correspondence, reports, and other papers which document the policy and procedures pertaining to the preparation and execution of the Agency's Personnel Management Program. File also contains program material documenting particular phases of personnel management activities and special briefing material prepared for various committees. Filed alphabetically by subject. (1957-1960)	SECRET 6.0	Permanent. Disposal not authorized. (Cut off at end of every other year and transfer to the Records Center 2 years thereafter.)		
2	EMPLOYEE SUGGESTION FILE Consists of case files maintained on employee suggestions received by the Office for review and comment. Files contain copies of comments prepared by the Office, transmittals, pertinent bulletins, circulars, Executive Orders, and similar material. Filed numerically by suggestion number. (1957-1960)	1.0	Temporary. Destroy when 3 years old. (Cut off at end of each year; destroy 3 years thereafter.)		
3	CONVENIENCE FILE (Reading) Consists of extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically. (1957-1960)	2.0	Temporary. Destroy when 3 years old. (Cut off at end of each year; transfer to Records Center 1 year thereafter.)		

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4	Approved For Release 2005/11/21 : CIA-RDP78A000100230003-5 PROGRESS REPORTS FILE Consists of semi-annual and annual reports which are submitted to the Director of Personnel. These reports document the activities of the Division and Staff elements of the Office and provide statistics and information on program requirements for preparation of the budget. Filed chronologically by fiscal year. (1957-1960)	.2	Permanent. Disposal not authorized. Retire to Records Center when 3 years old.
5	OD/PERS WORKING FILES Consists of policy directives, laws, OGC decisions; organizational charts function and procedural statements documenting the responsibilities of D/Pers; special studies, surveys and miscellaneous materials accumulated in developing and administering the personnel program for the Agency. Filing arrangement varies with each file.	4.0	Temporary. Cut off file at end of each year; destroy when of no further reference value. Staff studies, OPM's, personnel policy decisions evolving from this working file are filed in appropriate subject file in OD/Pers or other Agency component depending on scope of coverage. (D/Pers, EXOP and DEXOP personal working files)
6	SUPERGRADE REVIEW BOARD Consists of policy papers, agenda, minutes of the meetings and recommendations of the Supergrade Review Board; and Official Personnel Folders for GS-18 Personnel. a. Supergrade Review Board Files. Filed numerically by meeting number. b. Official Personnel Files (GS-18)	1.0 5.0	Permanent. Disposal not authorized. Retain in immediate work area as long as required; retire to Records Center when of no longer need for frequent reference. Temporary. Upon separation of employee, transfer Official Personnel Folder to TRB/RSD (File No. 3) for disposal as appropriate.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
7	Approved For Release 2005/11/21 : CIA-RDP78A00487A000100230003-5 EYES ONLY FILE Consists of sensitive papers relating to individuals, personnel statistics, and policy matters to which access must be strictly limited.	.3.0 SECRET	Permanent. This file is subject to annual screening to remove items of no further interest. (Such papers will be destroyed or placed in subject files as appropriate.)
8	PUBLIC SERVICE AID SOCIETY Consists of Articles of Incorporation, by-laws, policy, directives, special studies, and reports accumulated in the establishment and administration of the Public Service Aid Society; agenda, transcripts, and minutes of the meetings. Also contains Form A-1, PSAS Request for Assistance, and publicity items and pledge cards used in annual fund drives. (PSAS is an independent, tax exempted organization; Agency officers fill several Trustee positions.) a. Public Service Aid Society Meeting and Case File. Contains minutes of the meetings, cases considered, recommendation, and precedents established by the Society. (1957-1960) b. Annual Fund Drive. Consists of pledges, reports and other records accumulated in conducting the Drive.	.5 1.0	Permanent. Disposal not authorized. (Cut off file at end of each year; transfer to Records Center 5 years thereafter.) Temporary. Destroy 4 years after audit and clearance. (Cut off file at end of each year; transfer to Records Center 1 year thereafter.)
9	MAIL LOG Consists of a loose-leaf binder containing a record of the receipt and dispatch of mail, legislative material, regulations, notices, etc., received and dispatched by OP/Pers. Also contains record of Executive Registry and DD/S Registry Control numbers.	.2	Temporary. Destroy when 2 years old.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
10	Approved For Release 2005/11/21 : CIA-RDP7A10487A000100230003-5 CABLE RECEIPT FILE Consists of copies of all cable receipts noted to reflect distribution within Office of Personnel.	.2	Temporary. Destroy when 1 month old.
11	REFERENCE PUBLICATIONS FILE Consists of regulations, notices, OPM's, OGC Opinions, Handbooks, etc., maintained for reference purposes.	2.0	Temporary. Destroy when no longer needed for reference purposes.
12	OD/PERS REFERENCE LIBRARY Consists of U. S. Code Annotated, Comptroller General Decisions, Civil Service Rules and Regulations, Federal Personnel Manuals, miscellaneous regulatory issuances published by Department of State, Department of Defense, Veterans Administration and other federal agencies. Also contains miscellaneous books, periodicals, reports, etc., concerned with personnel management and administration.	57.0	Temporary. Destroy or return to CIA Library (or private owner) when no longer needed for reference purposes.
13.	RYBAT FILE Consists of papers normally maintained in the official personnel folder (see item 3 TRB/RSD) but maintained separately because of security reasons. Filed alphabetically by name. (current) (Item transfrd from OC/RSD - 25 Jan 63) per of Pers memo 1-16-63 RD	1.5	Disposal not authorized. Retain in current files area indefinitely.

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RECORDS CONTROL REQUEST 2005/11/21 : SECRET		SCHEDULE NO. 487A000300230003-5 <i>RICS</i>	
OFFICE, DIVISION, BRANCH Office of Personnel, Administrative Staff		Chief, Administrative Staff	
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p>ADMINISTRATIVE STAFF SUBJECT FILES</p> <p>a. Consists of Office of Personnel planning papers. This file includes various correspondence and memoranda, survey reports and organizational and functional charts. (1946-1963)</p> <p>b. Consists of correspondence, memoranda and reports accumulated in administrative support functions of Office of Personnel. These files consist of parking space allocation, space allocation, maintenance, construction, equipment, supply and requisitions. Also included are files pertaining to leave, T&A records, UGF drives, blood donors, safety, library, and Agency regulations. (1962-1963)</p>	.5 3.5	<p>Temporary. Hold in office area for indefinite period of time.</p> <p>Temporary. Destroy when two years old except Agency regulations which will be destroyed when obsolete, superseded or no longer needed.</p>
2. (1)	<p>CAREER MANAGEMENT WORKING FILES</p> <p>a. Consists of agendas and minutes of career service board meetings, reports and supporting papers documenting the activities of the Personnel Career Service Board. Also included is material used in coordinating and planning assignments and training for personnel with SP career service designations. (1962-1963)</p> <p>b. Consists of biographic profiles on all SP career service designees used as reference at career service board meetings.</p>	1.0 1.0	<p>Temporary. Hold in office area for two years. Retire to Records Center upon accumulation of one foot of material two years or older. Retain at Records Center for twenty years; then return to originator for review and resubmission if necessary.</p> <p>Temporary. Destroy upon change from SP career service designation or separation of the employee.</p>

GROUP 1
Excluded from automatic
downgrading

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
3.	CHRONO FILE Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5	.5	SECRET Temporary, Hold in office area for two years At the end of this period, retire to Records Center and hold an additional five years. Then return to originating office for their disposition.
4.	SP DESIGNEE FILES a. Consists of case files on employees with SP career service designation as well as individ- uals assigned to OP. These files contain copies of personnel actions, career development plans for the individual, biographic profiles, training requests and records, fitness reports, commenda- tions and special awards, recommendations of SP Career Service Board and miscellaneous corres- pondence. Copies of pertinent papers are placed in Official Personnel Folder. b. Three flexolines consisting of 5x8 cards. These cards contain information already in SP designee case files excluding training.	5.0	Temporary. Destroy upon change from SP career service designation or separation of the employee.
5.	EMERGENCY PLANNING PAPERS Consists of Operation Alert files and other material dealing with emergency evacuation. (1957-1963)	.2	Temporary. Destroy upon change from SP career service designation or separation of the employee.
6.	MACHINE LISTINGS Consists of tables or organization, training rosters, and various other IBM listings dealing with personnel statistics.	.5	Temporary. Hold in office area for indefinite period of time.
		1.0	Temporary. Destroy when obsolete, superseded or no longer needed.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
7.	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5 EMPLOYEE LOCATOR FILE	.2	SECRET Temporary. Upon transfer or separation of employee forward to gaining office or ADPD/Comptroller as appropriate.
8.	Consists of Form 642, Personnel Emergency and Locator Record, used as an employee locator on OP personnel only. Card contains employee name, address, phone, etc. along with pertinent data on emergency addressee. Arranged alphabetically. (Current)	.5	Temporary. Hold in office area for indefinite period of time.
9.	SPECIAL PRINTING FILES Consists of files covering special printing requests. Included in these files are reproduction requisitions and miscellaneous material relating thereto. Filed by division.	6.0	Temporary. Cut off file at end of each fiscal year. Maintain in office area three years. At the end of this period, retire to Records Center for one year; then destroy.
10.	BUDGET AND ALLOTMENT FILE Consists of copies of operating budgets, preliminary estimates, narrative and statistical statement of requirements and related work papers used in preparation of Office of Personnel budget. Also included is the revolving funds file as well as advice of allotment authorizations, allotment requests and liquidated and unliquidated obligations and reports from OP offices. Filed by FY. (1961-1963)	3.5	Temporary. Place in inactive file when form is discontinued, superseded or obsolete. Upon accumulation of one foot, transfer to Records Center and hold for seven years. Destroy at the end of this period.
	FORMS CONTROL FILE Consists of case files maintained on all forms used and pertaining to the management of Agency personnel. These files contain samples, concurrences, copies of requests for revision, reproduction requisitions, and all working papers pertaining to that particular form. Arranged numerically by form number.		SECRET

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
11.	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5 RECORDS ADMINISTRATION FILE These files consist of material relating to the Records Management and Vital Materials Programs of the Agency. Included in these files are the schedules, procedures and all correspondence relating to both programs. Also included are copies of all items presently being stored at the Records Center and Vital Materials Repository.	1.0	Temporary. Retain in current files area indefinitely. Destroy material that has been superseded or no longer needed.
12.	TOP SECRET CONTROL FILE a. Consists of cards recording receipt and dispatch of TS material. Filed by TS number. b. Consists of top secret documents. Included in this file are Cold War Plans, certain tables of organization, and various agreements with other Government agencies.	.4 1.0	Disposal not authorized. Retain in current files area indefinitely. Temporary. Return to originator when no longer needed.
13.	REFERENCE MATERIAL Consists of OTR bulletins, supply catalogs, and administrative-type handbooks used as background and reference.	1.5	Temporary. Destroy when superseded, obsolete, or no longer needed.
	A CIA Records Administration Officer	27.3 24 Total Date 24 Sept 1963	
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o/Personnel

dispensed by
40-63 Admin Staff.

RD
9-63.

ReApproved For Release 2005/11/21 : CIA-RDP78-00487A0001002300

Honor & Merit Awards
case file

I. called [redacted]

He checked with Army & Navy.

Both retain case files on

Decorations Awards, Citation etc

At top level office responsible for
setting up & administering the
program & awards the case

files are retained permanently
in addition to being permanently
documented in the personnel file

Relayed info to [redacted]
for use on her off Pers schedule.
[redacted]

Approved For Release 2005/11/21 : CIA-RDP78-00487A00010023000

5/2/65

RECORDS CONTROL SCHEDULE			SCHEDULE NO. 2005/11/21 : CIA-RDP78-A000100230003-5	
OFFICE, DIVISION, BRANCH Personnel, Office of the Director Career Management and Administrative Unit Staff				
				July 1960
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS	
1	CAREER MANAGEMENT WORKING FILES Consists of correspondence, rosters of personnel, public laws, training and orientation schedules, and similar material. This file is used by the Career Management Officer in coordinating and planning assignments and training for personnel with SP career designations. No arrangement. (1957-1960)	1.5	SECRET Temporary. Destroy superseded or obsolete material.	
2	PERSONNEL CAREER SERVICE BOARD FILE Consists of the Official minutes, agenda, reports, and supporting papers documenting the activities of the Personnel Career Service Board. These minutes have been approved by the Director of Personnel. Filed chronologically. (1957-1960)	.2	Permanent. Disposal not authorized. (Cut off at end of each year; transfer to Records Center 1 year thereafter.) (Item 16 RCS 40-57)	
3	TRAINING RECORD FILE Consists of a 3 x 5 card file containing a record of personnel with SP Career service designations who have attended Agency training courses. Record contains name, type of training requested, date training began and ended, etc. Arranged alphabetically. (1953-1960)	.3	Temporary. Destroy when no longer needed for reference purposes.	

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Approved For Release 2005/11/21 : CIA-RDP78-A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4	SP DESIGNEES CASE FILES Approved For Release 2005/11/21 : CIA-RDP47A000100230003-5	.0	SECRET Temporary. Destroy upon change from the SP Career Service Designation or separation of the employee.
	Consists of case files prepared for employees with SP Career Service Designations. These files contain copies of personnel actions, Career Development Plans for the Individual, Biographic Profiles, Training requests and records, fitness reports, commendations and special awards; recommendations of SP Career Service Panel and miscellaneous correspondence, etc. accumulated in the administration and career planning of the employee. Copies of pertinent papers are placed in the Official Personnel Folder of the individual. (1953-1960)		
5	MACHINE LISTINGS Consists of machine listings containing rosters of authorized Agency positions, rosters by date of grade, and roster arranged alphabetically by name used for reference purposes and in preparation of the budget. Filed chronologically. (1958-1960)	.4	Temporary. Destroy when superseded.
6	TOP SECRET CONTROL FILE Record of receipt and dispatch of Top Secret material maintained primarily for security purposes. Consists of the Office copies of Form 311 and 312. Filed chronologically. (1954-1960)	.4	Disposal not authorized. Retain in Current Files area indefinitely.
7	EMPLOYEE LOCATOR FILE Consists of Form 642, Personnel Information Card, used as an employee locator on SP personnel only. Card contains employee name, office, phone extension, home address, etc. Arranged alphabetically by name. (Current)	.1	Temporary. Upon transfer or separation of employee, forward to gaining office or MRD/Comptroller as appropriate.
Item 8 transferred to Benefits & Services Approved For Release 2005/11/21 : CIA-RDP47A000100230003-5			

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
9.	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5 Office of Personnel, Screen Management and Administrative Unit (RCS 40-60 revised 8/10/62 <i>SV/CH</i>	SECRET	
9.	BUDGET AND ALLOTMENT FILE Consists of the Office copy of budget estimates, advise of allotment authorizations, budget analysis and allotment requests, miscellaneous obligation records, analysis of allotment transactions, and selected papers. Filed chronologically by fiscal year. (1961-1962)	3.0	Temporary. Destroy 4 years after lapse of appropriation. (Cut off file upon lapse of appropriation; transfer to Records Center 1 year thereafter) APPROVED <i>8/10/62</i> Date Chief, Records Management Bureau
10.	ADMINISTRATIVE SERVICES FILE Consists of correspondence, memoranda, special reports, etc. accumulated in Administrative support functions of the Office of Personnel. Administrative files consist of: equipment, & purchase requests, parking space allocations; space allocation, maintenance & construction etc. (1960-1962)	1.0	Temporary. Destroy when 2 years old. (Cut off file at end of 1 year; destroy 1 year thereafter).
11.	REVOLVING FUNDS FILE Consists of receipts, reports & supporting documents used in the admin of the Revolving Fund maintained for reimbursement for transportation expenses, and miscellaneous small expenditures incurred by OP employees in discharge of official business. Filed chronologically. (1958-1962)	.3	Temporary. Destroy when 4 years old. (Cut off at end of each; destroy 4 years thereafter)
12.	NATIONAL SECURITY COUNCIL QUARTERLY REPORT FILE Consists of quarterly reports prepared covering NSC obligations for administrative services furnished by OP in connection with providing personnel services for NSC.	.2	Temporary. Destroy when 3 years old. (Cut off file at end of 1 year; destroy 2 years thereafter.)
13.	ADMINISTRATIVE REFERENCE FILES Consists of Handbooks, Trng Bul, Lang Test, Fiscal Accounting Instr & misc processed items used for guidance in admin of fiscal accounting & training activities for OP	1.0	Temporary. Destroy when superseded or of no further reference value. SECRET Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

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RECORDS CONTROL REGISTRY 05/11/21 : CIA-RDP78A000100230003-5			SCHEDULE NO. 40-60
OFFICE, DIVISION, BRANCH Personnel, Records and Services Division, Office of the Chief			25X
			Chief, RSD 5 July 1960
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	DIVISION SUBJECT FILE Consists of correspondence, reports, and other papers pertaining to the administration of a central processing service for official travel; maintenance of the official Agency personnel files; and compilation of personnel statistics. Filed alphabetically by subject. (1958-1960)	SECRET 4.0	Temporary. Destroy when 3 years old. (Cut off at end of each year; transfer to the Records Center 1 year thereafter.)
2	OFFICIAL PERSONNEL FOLDERS A portion of the file described in item 3 TRB/RSD. Consists of the folders of Division employees maintained separately to limit access to them. Filed alphabetically by surname. (Current)	4.0	Temporary. (Transfer case to Files Section upon transfer or separation of employee for inclusion with official Personnel Files.)
3	EMPLOYEE RECORD CARD FILE Consists of OF4b, Employee Record Card, maintained on each Division employee and used as a basis for initiating personnel actions; recording personnel actions, training, and qualifications; and noting other information needed in the management of Division personnel. Filed by organizational level. (Current)	.2	Temporary. Destroy upon separation of employee or forward to gaining component upon transfer of employee within the Agency.

SECRET

Approved For Release 2005/11/21 : CIA-RDP78A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4	Approved For Release 2005/11/21 : CIA-RDP78A000100230003-5 RYBAT FILE	SECRET 1.5	Disposal not authorized. Retained in current files area indefinitely. <i>Item transferred to Office of Director Items 13. 25 Jan 63. R.D.</i> <i>See OP memo 16-63.</i>
5	SPECIAL PROJECT FILE <i>Trans. to PRS.</i>	2.0	Temporary. Destroy when eight (8) years old. Retire to Records Center three (3) years after completion of project, program or assigned activity. Retain at Records Center for five (5) years and return to Division for destruction.
6	CABLE FILES	1.5	Temporary. Destroy after 1 month. (Previously shown under POD)
7	REFERENCE PUBLICATIONS FILE	2.0	Temporary. Destroy when no longer needed for reference purposes.

SECRET

Approved For Release 2005/11/21 : CIA-RDP78A000100230003-5

RECORDS CONTROL SCHEDULE			SCHEDULE NO.	CONCURRENCE
			40-60 87A000100230003-5	25X
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS	
1	ARO SUBJECT FILES Consist of RMS policy directives, background material, and reports pertaining to the Vital Materials Program, the Records Retirement Program, Forms Management Program, and related activities including operating procedures for the OP Records Management Program. (1950-1960)	SECRET 1.0	Temporary. Destroy when material becomes obsolete or is superseded unless required for future reference purposes.	
2	FORMS CONTROL FILE Consists of case files maintained on all forms used and pertaining to the management of Agency personnel. These files contain the concurrences, authorizations, survey work sheets, and copies of the requests for revisions, requests for new forms, reproduction requisitions, and similar material. Arranged numerically by form number. (1954-1960)	4.0	Temporary. Destroy 7 years after related form is discontinued, superseded, or obsolete. (Place in inactive file when form is discontinued, superseded, or obsolete, and transfer to Records center.) (Item 302, RCS 40-57.)	
3	WORKING FILE Consists of a file accumulated in the performance of duties of Records Control and Distribution Control Officer. This file contains information on proposed forms, form revisions; and IBM listings of forms used by the Agency etc. (1959-1960)	1.0	Temporary. Destroy superseded or when no longer needed for reference purposes.	

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5</p> <p>RECORDS RETIREMENT CONTROL FILES</p> <p>Consists of signed copies of Form 140, Records Retirement Request reflecting deposits made by the Office; and file register of assigned deposit numbers; and Records Control Schedule for OP.</p> <ul style="list-style-type: none"> a. Form 140, Records Retirement Request arranged organizationally and numerically thereunder. b. Register of Deposit Numbers assigned by Records Center maintained for quick reference. c. Records Control Schedule for Office of Personnel. Contains listing of all files maintained by Office of Personnel with identifying number, file volume and disposition instructions. Arranged by Division. 	<p>SECRET</p> <p>.5</p> <p>.2</p> <p>.2</p>	<p>Temporary. Destroy when deposit has been destroyed at the Center and no longer required for reference. To be retained in work area.</p> <p>Temporary. Destroy at end of year.</p> <p>Temporary. Destroy when superseded or obsolete.</p>
5	<p>VITAL MATERIALS CONTROL RECORDS</p> <p>Consists of signed copies of Form 620, Vital Materials Transfer Slips, reflecting deposits made by the Office; File register of assigned deposit numbers and Availability Register.</p> <ul style="list-style-type: none"> a. Form 620, Vital Materials Transfer Slip. Arranged organizationally and numerically thereunder. (1958-1960) b. Number Register. Arranged Chronologically. (1958-1960) 	<p>.2</p> <p>.2</p>	<p>Temporary. Place in inactive file when superseded; Destroy when no longer needed for reference purpose.</p> <p>Temporary. Destroy when 1 year old.</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
6	<p>Approved For Release 2005/11/21 : CIA-RDP78A00487A000100230003-5</p> <p>c. Vital Material Availability Register contains record of all material on deposit at VM Repository; register is arranged by Division and contains brief description of the materials and date of documents.</p>	.2 <i>SECRET</i>	Temporary. Destroy when superseded.
6	REPRODUCTION NUMBER REGISTER	.1	Temporary. Destroy when 1 year old.
7	<p>Consists of a record of reproduction job numbers assigned to requisitions initiated in the Office of Personnel to have material reproduced by Agency reproduction facilities. Arranged chronologically. (1959-1960)</p>		
7	<p>OP DISTRIBUTION CONTROL FILE</p> <p>a. Consists of Log and Distribution Schedules for published material for distribution within OP. Material consists of such items as OPM's, Agency Regulatory issuances, Department of State, USCS Comm. and other Federal Agency issuances.</p> <p>b. Library Representative File - Consists of IBM listing of Subscription items and copies of Form 1395, Request for Library materials; and listings of special recurring orders.</p>	.2	<p>Temporary. Destroy Log Records when one year old. Cut off at end of year, destroy one year thereafter. Distribution lists are destroyed when revised or superseded.</p> <p>Temporary. Destroy when superseded.</p>

Approved For Release 2005/11/21 : CIA-RDP78A00487A000100230003-5

RECORDED AND INDEXED APPROVED FOR RELEASE 2005/11/21 : CIA-RDP78A000100230003-5			SECRET	SCHEDULE NO. 487A000100230003-5	40-60
OFFICE, DIVISION, BRANCH <i>and Review 1/25/63 RA proper</i> Personnel, Plans, Staff			SIGN	25X	
			TITLE	Chief, Plans Staff 29 June 1960	
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS		
1	STAFF SUBJECT FILES Consists of correspondence, reports, laws, personnel utilization and manpower studies for guidance in developing personnel policy, project manpower ceilings, and the personnel support activities. The material is used for preparation of staff studies, for D/Pers orientations and briefings of individuals or special committees. Filed by subject numeric method. (1957-1960)	2.0	Temporary. Destroy when 3 years old. (Cut off file at end of 1 year; transfer to records 1 year thereafter.)		
2	SPECIAL PROJECT AND PRESENTATION FILES Consists of copies of special studies prepared for policy guidance in personnel administration (promotion patterns, separation rates, special retirement plans, etc.); statistical and other charts prepared for use in briefings and presentations.	1.0	Temporary. Destroy when 2 years old. (Cut off file at end of year screen and transfer pertinent papers to Staff subject file; destroy residue when 2 years old).		
3	LIAISON ACTIVITY FILES Consists of correspondence, authorizations, directives etc., concerning special assignment to various Agency committees and inter-Agency groups. Minutes of special meetings etc. Filed alphabetically by name of Committee or Group.	.5	Temporary. Destroy when 2 years old. Transfer pertinent papers to Staff subject files; destroy residue when 2 years old.		

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4	Pers/Plans Staff Approved For Release 2005/11/21 : CIA-RDP18A000100230003-5 STAFF WORKING FILE Consists of special Statistical Reports, IBM rosters, CS Staffing authorization information, strength reports etc.; pending legislative action, historical studies, personnel surveys etc. These documents are used by Personnel research officers in preparing special statistical and trend studies which become the basis for policy decisions, ceiling projections, grade distribution, etc. (1958-1960)	5.0	Temporary. Destroy when 3 years old. (Cut off files at end of year. Screen selectively and transfer pertinent materials to Staff Subject file or other OP Division files if appropriate. Destroy residue at end of three years or sooner.)
5	POLICY MAKING STUDIES Consists of materials accumulated by various groups, committees, and task forces organized to study and make recommendations on the Agency personnel Management Program. These files contain committee or group proposals, minutes of meetings, findings, recommendations, final reports, etc. (1956-1960)	.3	Permanent. Disposal not authorized. Retire to Records Center upon accumulation of 1 cubic foot.
6	STAFF ADMINISTRATIVE FILES Consists of correspondence, equipment and printing requests, personnel actions on Staff members, copies of training requests and evaluation; fitness reports, etc.; T&A records and other materials accumulated in the internal operations of the Staff.	.2	Temporary. Destroy when superseded or obsolete. All personnel records to be destroyed upon the reassignment or termination of the employee.
7	REFERENCE MATERIAL Consists of published material such as Agency Regulations and Notices, registers, pamphlets, handbooks, and publications from other sources maintained for reference purposes.	2.0	Temporary. Destroy when superseded or obsolete.

Approved For Release 2005/11/21 : CIA-RDP18A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
8	<p>Pers/Plans Staff LIBRARY MATERIAL</p> <p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5</p> <p>Consists of library books, dictionaries, pamphlets, guides, manuals, etc., maintained for reference purposes.</p>	3.0	<p>Temporary. Return to Library when no longer needed for reference purposes.</p>

SECRET

RECORDS OWNED BY REGULATIONS UNIT		SECRET		SCHEDULE NO.	40-60
				87A000100230003-5	CONCURRENCE
OFFICE, DIVISION, BRANCH <i>Plans & Review Staff</i> Personnel, Office of the Director, Regulations Unit		SIGN			25X
		TITLE		Chief, Regulations Unit	30 June 1960
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS		
1	UNIT SUBJECT FILES Consists of correspondence, directives, delegations of authority, publications etc., pertaining to broad phases of personnel administration, organization and management and special surveys not directly concerned with a specific regulatory series; filed by subject. (1958-1960)	1.0	Temporary. Destroy when 3 years old, (Cut off file at end of each year; screen selectively and transfer to Records Center 1 year thereafter except for policy papers of current interest which will be retained in active file.) (Item 23, RCS 40-57)		
2	WORKING FILE Consists of working files maintained by the Personnel Research Officer during the development period of an Agency policy or regulatory issuance. These files contain working drafts, directives, pending legislative bills, Executive Orders, Public Laws and other background papers collected as working guides. Filed by subject. (1958-1960)	2.0	Temporary. Destroy 6 months after publication of the issuance. (Screen files and transfer pertinent papers to Subject or Regulations File; destroy all other material.)		
3	CONVENIENCE FILE (Reading) Consists of extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically. (1958-1960)	.3	Temporary. Destroy when 2 years old. Cut off at end of each year; destroy 2 years thereafter.)		

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4	Approved For Release 2005/11/21 : CIA-RDP78A00487A000100230003-5 LEGISLATION FILE	2.0	Temporary. Screen selectively, (Cut off end of each session, destroy 1 year thereafter - except items of current interest which will be transferred to active files.) (Item 27b, RCS 40-57)
5	<p>Consists of case files prepared on proposed or pending legislation and legislation passed by the Congress. Files contain correspondence with the Legislative Counsel, Congressional Records, notices of pending legislation, House and Senate Bills, etc. This material is used in the development of regulatory issuances to comply with legislation and in making evaluations, recommendations, and proposals to the Legislative Counsel on legislation affecting Agency Personnel policies. Filed alphabetically by subject by Congress. (1958-1960)</p> <p>REGULATORY ISSUANCES CASE FILES</p> <p>Consists of personnel administration, policy and background material including case files maintained on regulatory issuances initiated and developed by the OD/Pers and those received for review and coordination.</p> <p>a. "20" Series Personnel Files contain the background information on the development of the issuances such as Executive Orders, related legislation, draft copies of proposed issuances, coordinations, concurrences, authentications, etc. Filed numerically by basic Regulation number. (1955-1960)</p> <p>b. Regulatory issuances review file (other than 20 series). Files contain copies of the proposed issuances and copies of comments, proposals, concurrences, and objections. Arranged numerically by Regulation number. (1958-1960)</p>	8.0	Permanent. Disposal not authorized. (Cut off file 1 year after issuances are published; screen selectively and Retire to Records Center 2 years thereafter.) (Item 29, RCS 40-57)
		2.0	Temporary. Destroy when 2 years old. (Place in inactive file upon completion of final action by OP, cut off at end of each year and destroy 2 years thereafter.)

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
6	<p>Approved For Release 2005/11/21 : CIA-RDP78A00487A000100230003-5</p> <p>SECRET SECRET</p> <p>OPM HISTORICAL BACKGROUND AND RECORD FILE</p> <p>Consists of administrative issuances (Office of Personnel Memorandums) prepared and issued to supplement Agency regulatory issuances and to establish internal operating procedures for the Office of Personnel. This file contains directives from D/Pers and drafts coordinated within OP; and a register which is used to assign control numbers to the memorandums.</p> <p>a. Number Register (1956-1960)</p> <p>b. Office of Personnel Memorandums with background material including coordination and D/Pers authentication. Filed numerically by year. (1952-1960)</p>	.2 1.0	<p>Temporary. Destroy when 4 years old; (Cut off file at end of each year; destroy when 4 years old).</p> <p>Permanent. Disposal not authorized. Cut off every other year and transfer to the Records Center 2 years thereafter. (Item 10, RCS 40-57).</p>
7	<p>CAREER COUNCIL AND HISTORICAL BACKGROUND FILES</p> <p>Consists of official minutes, agenda, transcripts, reports, and supporting papers documenting the activities of the Career Council and its predecessor organizations. The files contain policy decisions, procedures, and recommendations for the development and management of the Agency's Personnel Program. (1952-1960)</p> <p>a. Career Council Files. Arranged numerically by meeting number.</p> <p>b. Chronological file of Career Council Agendas and Minutes compiled for quick reference.</p>	4.0 .2	<p>Permanent. Disposal not authorized. (Cut off at end of year; transfer to Records Center 5 years thereafter.) (Item 40 a and b, RCS 40-57)</p> <p>Permanent. Retain in current work areas indefinitely.</p>

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Approved For Release 2005/11/21 : CIA-RDP78A00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
7	Approved For Release 2005/11/21 : CIA-RDP78B0487A000100230003-5 c. Extra Copy File. Contains extra copies of agendas, special reports, and Staff Studies prepared in accordance with Career Council decisions. These extra copies are distributed for official use of individuals or offices upon request. Filed by meeting number and subject thereunder.	1.0	Temporary. Destroy when superseded or outdated.
8	MAIL LOG Consists of a loose-leaf binder containing a record of the receipt and dispatch of mail, legislative material, regulations, notices, etc., received by the Staff. Arranged chronologically. (1959-1960)	.2	Temporary. Destroy when 1 year old.
9	REFERENCE MATERIAL - (Agency Issuances) Consists of published material such as CIA Regulations, Notices, Handbooks, OPM's, OGC Opinions, etc., maintained for reference purposes.	4.0	Temporary. Destroy when no longer needed for reference purposes.
10	REFERENCE MATERIAL - (General) Consists of processed material such as Federal Personnel Manual, Army Regulations and Circulars, Department of State Issuances, Press Releases, etc., used for reference purposes.	8.0	Temporary. Destroy when no longer needed for reference purposes.

25X

RECORDS CONTROL RELEASE			SCHEDULE NO.
OFFICE, DIVISION, BRANCH			2005/11/21 : CIA-RDP78-00487A000100230003-5
<i>Office Personnel Division Benefits & Services Personnel, Operating Personnel Division, Secretariat Agency Retirement Board</i>			<i>Jan 1960 Benefits & Services Personnel Office 9/27/66</i>
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	AGENCY RETIREMENT BOARD - SECRETARIATS FILE Consists of official record copies of the minutes, transcripts, agenda, and proceedings of the Agency's Retirement Board; Federal Retirement Act and Agency Notice establishing the board; policy and individual case files on Agency employees eligible for retirement who are considered by the Board. <ul style="list-style-type: none"> a. Agency Retirement Board Files. Arranged numerically by meeting number. (1960) b. Board Subject Files - Consists of laws, case studies, correspondence, reports (including IBM listings of employees eligible for Retirement), and miscellaneous material accumulated in processing and counseling a retirement case. c. Retirement Case Files - Contains correspondence and documentary evidence of length of service, accrued benefits and rights and eligibility of the individual. This file also contains Board recommendation and final disposition of the case. Filed alphabetically by name of the employee. 	SECRET .1 1.0 .5	Temporary. Disposal not authorized by this schedule. (Cut off at end of each year; transfer to Records Center 2 years thereafter.) Temporary. Destroy when 3 years old. (Cut off file at end of year; destroy two years thereafter; except basic policy materials, laws etc., which will be retained in the current file area indefinitely.) Temporary. Destroy 5 years after separation or death of the employee. (Cut off files of completed cases, at end of the year; screen file for sensitive material, forward pertinent material to RSD for inclusion in Official Personnel Folder. If file contains any material of a sensitive nature place in sealed envelop and retain in immediate work for two years; then retire to Records Center.)

SECRET

15 October 1964

MEMORANDUM FOR: CIA Records Administration Officer

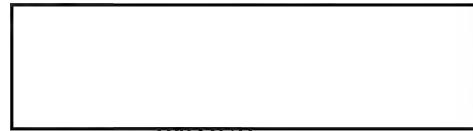
SUBJECT : Revised Schedule 40-64 for Administrative Staff, Office of Personnel

RESCINDS : RCS 40-63 dtd 9 Sept 63

1. Attached hereto is Records Control Schedule 40-64 for the Administrative Staff, Office of Personnel.

2. This schedule was rewritten in order to change disposition instructions for certain items and to make certain other modifications as needed.

3. It is requested that this schedule be substituted for the one presently in effect.



RAO/OP

25X

Attachment:

RCS 40-64, Admin Staff/OP

Distribution:

Orig & 1 - Addressee

cc: RecCtr

APPROVED

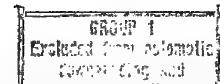
CIA Records

2 Nov 1964

Date

25X

SECRET



SECRET

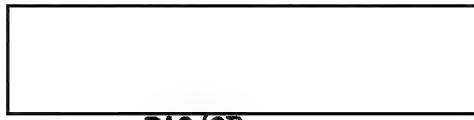
29 April 1965

MEMORANDUM FOR: CIA Records Administration Officer
SUBJECT : Designation of Recruitment and Retiree Placement
Division, Office of Personnel (RRPD/OP)
REFERENCE : Records Control Schedule 40-64

1. It is requested that the following organizational changes within the Office of Personnel be reflected on Records Control Schedule 40-64:

- a. Effective 25 March 1965 the Personnel Recruitment Division was redesignated the Recruitment and Retiree Placement Division in recognition of its increased scope of activities.
- b. Effective this same date, the Outplacement Branch of the Personnel Operations Division was transferred to RRPD and redesignated the Employment Referral Branch.

2. As now constituted, the Recruitment and Retiree Placement Division consists of the Field Recruitment Branch, the Washington Recruitment Office, the Employment Referral Branch, and a newly established activity, the Retiree Placement Counseling Staff.

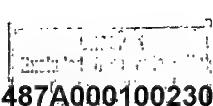


RAO/OP

25X

Distribution:
Orig & 1 - Addressee

SECRET



SECRET

5 November 1963

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT : Revised Schedule 40-63 for Mobilization and
Military Personnel Division, Office of Personnel

RESCINDS : Records Control Schedule 40-60, pages 68-92

1. Attached hereto is Records Control Schedule 40-63 for the Mobilization and Military Personnel Division, Office of Personnel.
2. This schedule combines the six schedules presently covering MMPD. The items have been updated and modifications made where necessary.
3. It is requested that this schedule be substituted for the ones presently in effect as soon as possible.

25



RAO/OP

Attachment:

RCS 40-63, MMPD/OP

Items 8a
and 12 revised
Oct 1965
R.D.

SECRET

GROUP 1
Excluded from automatic

RECORDED AND INDEXED 2005/11/21 : CIA-RDP78-A000100230003-5		SCHEDULE NO. 487A000100230003-5	
OFFICE, DIVISION, BRANCH Office of Personnel, Special Activities Staff		CONCURRENCE Chair, SAS/OP J. J. WOOLLEY	
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	STAFF SUBJECT FILES Consists of correspondence, memoranda, reports, staff studies and copies of policy directives concerning Agency administration of disciplinary and suitability cases, including cases involving adverse effect on employee's status or pay such as separations, reduction in grade with salary retention and suspensions as well as material on the Hatch Act and the conversion of career provisional employees to career status. (1958 -)	5.0	Temporary. Screen periodically and destroy material no longer needed. Retain remainder in immediate work area.
2.	BOARD AND PANEL FILES Consists of official minutes of meetings, agenda, background data, reports and supporting papers documenting the activities and recommended action for each individual case considered. a. Personnel Evaluation Board (formerly known as Agency Disposition Board). Arranged numerically by meeting number. (1953 -)	.4	Permanent. When no longer needed for current reference, retire to Records Center.
	b. Applicant Review Panel (formerly the Medical-Security-Personnel Review Panel). Arranged numerically by meeting number. (1953 -)	1.5	Permanent. When no longer needed for current reference, retire to Records Center.
	c. Overseas Candidate Review Panel. Arranged numerically by meeting number. (1958 -)	.5	Permanent. When no longer needed for current reference, retire to Records Center.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5 d. Selection Board, Employment Review Board and Special Employment Board. Arranged numerically by meeting number. This material is of historical value - Boards are no longer in existence. (1954 - 1960)		Permanent. Retain at Records Center.
3.	e. Examining Panel findings and recommendations regarding Career Staff membership applications as well as case files on employees whose application for membership in the Career Staff were deferred or rejected. Also included in this file is other material related to the Career Staff. (Career Staff no longer in existence.) (1954 - 1960)	2.0	Temporary. When no longer needed for current reference, screen and destroy valueless papers. Retire remainder to Records Center and hold for ten years. At the end of this time, return to originator for review and resubmission if deemed necessary.
3.	SENSITIVE MATERIAL FILE		
	a. Consists of sensitive material on certain Agency personnel maintained in sealed envelopes. This material is retained at direction of Deputy Director of Central Intelligence and is made available only to certain senior Agency officials.	6.0	Temporary. Disposal not authorized at this time. Retain in immediate work area.
4.	b. Consists of 3x5 card file used as cross reference. Cards contain name of employee only.	.1	Temporary. Disposal not authorized at this time. Retain in immediate work area.
4.	EMPLOYEE CASE FILES		
	a. Consists of case files on problem cases containing correspondence, reports and other papers pertaining to the handling of each case. Filed alphabetically. (1963 -)	11.0	Temporary. Upon completion of case, forward appropriate material to OP/File Room for inclusion in Official Personnel Folder. Sensitive material gathered during the processing of the case will be retained in immediate work area until no longer needed for current reference at which time it will be sent to Records Center and retained for ten years. At the end of this period it will be returned to originator for review. If deemed necessary, certain case files may be resubmitted to Records Center for an additional ten years.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5		
5.	<p>b. Consists of 3x5 cards listing name of employee, type of problem involved, recommended solution, and final action taken. Card also includes job number under which case file has been sent to Records Center.</p> <p>OFFICIAL APPLICANT FOLDERS</p> <p>a. Consists of official applicant folders which require special review.</p> <p>b. Consists of 3x5 cards used as cross reference. Included on card is applicant's name and summary of background information as well as Panel decision.</p>	.3	Temporary. Disposal not authorized. Retain in immediate work area.
6.	OFFICIAL PERSONNEL FOLDERS	.5	Temporary. Upon completion of review, file will be forwarded to appropriate branch for action.
7.	<p>Consists of official personnel folders on individuals who are pending conversion to career status.</p> <p>OVERSEAS CANDIDATES</p> <p>a. Consists of listing of all candidates for overseas assignment. Included is candidate's name, grade, PCS point, position title, and proposed date of departure.</p> <p>b. Consists of 3x5 cards on individuals being reviewed by the Overseas Candidate Review Panel. Included on card is pertinent information from other support offices regarding the individual as well as the Panel's recommendation and final disposition.</p>	.3 1.0 .1	<p>Temporary. Disposal not authorized. Retain in immediate work area.</p> <p>Temporary. After review of file and appropriate recommendation is made to employee's office of assignment, return file to OP/File Room.</p> <p>Temporary. Destroy when no longer needed.</p> <p>Temporary. Screen periodically. Destroy cards of terminated individuals. Retain remainder in immediate work area.</p>

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
8.	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5</p> <p>c. Post Mortem File - This file will contain transcripts of hearings, reports to Director of Personnel and related correspondence dealing with the return of employees prior to completion of tour of overseas duty for reasons of unsatisfactory performance, misconduct, etc.</p>	3.7	<p>Temporary. Disposal not authorized at this time. Retain in immediate work area. (A newly established function - therefore, no footage at this time.)</p>
8.	<p>REFERENCE MATERIAL</p> <p>Consists of Agency regulatory issuances, OPMs, FPMs, handbooks, certain machine listings, and other material used as reference.</p>	3.7	<p>Temporary. Destroy when superseded, obsolete, or no longer needed except machine listings which will be returned to OP/SRB upon receipt of more current listing.</p>
	33.2		

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

24 March 1964

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT : Two Revised Records Control Schedules 40-64:

OP/Benefits and Services Division/Office of
the Chief

OP/Benefits and Services Division/Benefits
and Counseling Branch

RESCINDS : Records Control Schedule 40-60, pages 21 - 33

1. Attached hereto are two records control schedules for your approval.

2. These schedules were revised simultaneously as the area of responsibility for certain items has been changed. The Agency Retirement Board, fund raising campaigns and recreational activities are now the direct responsibility of Chief, BSD/OP. It should be noted that disposition instructions for certain material presently being stored at Records Center have been changed.

3. It is requested that these two schedules be substituted for those presently in effect as soon as possible.



RAO/OP

Attachments 2

RCS 40-64 for OP/BS/OC

RCS 40-64 for OP/BS/BCB

X1

APP

CIA Records Administration Officer

2 April 64
Date

25X

REAPPROVAL CONTROL SCHEDULE			SCHEDULE NO.	RMS
			87A000100230003-5	
			CONCURRENCE	
OFFICE, DIVISION, BRANCH			Chief, OP/BSB/BCB	24 MAR 1964
Office of Personnel, Benefits and Services Division/Benefits and Counseling Branch				25X
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS	
1.	<p>BRANCH SUBJECT FILES</p> <p>a. Consists of correspondence as well as policy and procedures dealing with Federal Employee Compensation Act, Civil Service retirement benefits, Federal Employees Group Life Insurance, employee and dependent overseas hospitalization program, and welfare assistance. Also included are statistical reports, annual reports, studies and working papers. (1952 -)</p> <p>b. Consists of routine administrative-type files such as requests for advanced sick leave, blood donations, savings bonds as well as chrono files (general as well as dispatch chronos). (1962 -)</p>	11.0	Temporary. Screen periodically. Retain in current files area.	
2.	CASUALTY FILES	5.0	Temporary. Cut off annually. Destroy after two years.	
	<p>a. Consists of death case files containing papers which document the processing of claims for the estate or beneficiary of deceased employees. Types of documents included are copies of Certificate of Death, SF 2800, Application for Death Benefits, Form 901, Emergency/Casualty Report and other related correspondence. Filed alphabetically.</p>	1.0	Temporary. Place in file of completed cases upon final settlement of claim. Retire to Records Center upon accumulation of one foot and hold for five years. At the end of this time return to branch for review and proper disposition.	

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5		
	b. Consists of work sheets completed on GS-12 and above.	2.0	Temporary. Cut off annually. Retain in current files area for five years. Then transfer to Records Center and hold for an additional five years. At the end of this time material will be returned to originator for review and resubmission if necessary.
5.	c. Monthly GS-12 and above reports forwarded to DCI.	.5	Temporary. Cut off annually. Retain in current files area for five years. Then transfer to Records Center and hold for an additional five years. At the end of this time material will be returned to originator for review and resubmission if necessary.
5.	NOTICE OF INJURY OR ILLNESS FILE - CA-1	1.5	Temporary. Cut off annually. Upon accumulation of one foot retire to Records Center. Hold for seventy-five years and return to branch for review and disposition.
6.	Consists of copies of Form CA-1 or CA-1 dispatches. This form is completed by individual as a record of injury or illness and contains information such as date of injury or illness, circumstances and nature of incident. Filed alphabetically.	1.5	Temporary. Cut off annually. Upon accumulation of one foot retire to Records Center. Hold for seventy-five years and return to branch for review and disposition.
6.	COUNSELING FILE	1.5	Temporary. Upon termination of employee, screen and forward cards containing pertinent data to OP File Room for inclusion in official personnel folder. Destroy remaining cards.
7.	Consists of Form 1711, Benefits and Counseling Interview Record, which is prepared to record employee problems such as job dissatisfaction, financial difficulty, marital problems and grievances as well as advice given and action taken. Filed alphabetically by name.	1.5	Temporary. Upon termination of employee, screen and forward cards containing pertinent data to OP File Room for inclusion in official personnel folder. Destroy remaining cards.
7.	CARD FILE	2.0	Temporary. Disposal not authorized at this time. Retain in current files area indefinitely.
	a. 3x5 card index used to record receipt and dispatch of correspondence on individuals relating to claims, retirement, group life insurance, unpaid salary compensation, advanced sick leave, etc.		

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

RECORDS RELEASE AGREEMENT APR 2008 RELEASE UNDER E.O. 14176			SCHEDULE NO. CIA-RDP78-A000100230003-5
OFFICE, DIVISION, BRANCH Office of Personnel, Benefits and Services Division/Benefits and Counseling Branch			CONCURRENCE <i>l. 1967</i>
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p>BRANCH SUBJECT FILES</p> <p>a. Consists of correspondence as well as policy and procedures dealing with Federal Employee Compensation Act, Federal Employees Group Life Insurance, employee and dependent overseas hospitalization program, and welfare assistance. Also included are statistical reports, annual reports, studies and working papers. (1952 -)</p> <p>b. Consists of routine administrative-type files such as requests for advanced sick leave, blood donations, savings bonds as well as chrono files (general as well as dispatch chronos). (1962 -)</p>	11.0 5.0	<p>Temporary. Screen periodically. Retain in current files area.</p> <p>Temporary. Cut off annually. Destroy after two years.</p>
2.	CASUALTY FILES	5.0	Permanent. Place in file of completed cases upon final settlement of claim. Retire to Records Center upon accumulation of one foot.

Approved For Release 2005/11/21 : CIA-RDP78-A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5		
3.	<p>b. Employee Emergency File consists of individual cases as well as an alphabetical file containing information on status of employee emergencies.</p> <p>3. COMPENSATION CLAIMS FILE</p> <p>a. Consists of case files maintained on employees and their dependents who have filed claims for compensation. File contains bills and receipts as well as reports and correspondence which document each claim and are used by the branch to process claims. Filed alpha.</p> <p>b. These files consist of BEC claims held at the Dept. of Labor. The cases generally cover claims for compensation or medical treatment of Agency employees which may have a security implication. Cases handled through this channel are assigned to C/BCB on a sensitive basis. These files may contain material not found in Agency compensation claim file.</p> <p>c. Consists of correspondence in connection with overseas hospitalization claims which are returned to employee for processing with Dept. of State. Also included are claims referred directly to IB/BSD/OP.</p>	.5 10.0 .5	<p>Temporary. Cut off annually. Hold for an additional year and forward to Records Center where it will be held for an additional five years. At the end of this period, material will be returned to originator for review.</p> <p>Temporary. Upon final settlement of case, place in inactive file and forward to Records Center upon accumulation of one foot. Hold for seventy-five years and return to branch for review and disposition.</p> <p>Temporary. From time to time these files will be sent to the Agency for forwarding to the Records Center by OP/BSD/BCB. Material will be held at Records Center for seventy-five years and then returned through BCB to Records Custodian in BEC, Dept. of Labor for destruction.</p> <p>Temporary. Cut off annually. Upon accumulation of one foot, retire to Records Center and hold for five years. Upon the end of this period, return to originator for review.</p>
4.	REPORT OF SEPARATION FILE	2.5	<p>a. Consists of Form 97la, Report of Separation Work Sheet, used to record information on all staff employee resignees.</p>

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5 b. Consists of work sheets completed on GS-12 and above. (1961 -)	2.0	Temporary. Cut off annually. Retain in current files area for two years. Then transfer to Records Center and hold for an additional eight years. At the end of this time material will be returned to originator for disposition.
5.	c. Monthly GS-12 and above reports forwarded to DCI.	.5	Temporary. Cut off annually. Retain in current files area for five years. Then transfer to Records Center and hold for an additional five years. At the end of this time material will be returned to originator for review and resubmission if necessary.
5.	NOTICE OF INJURY OR ILLNESS FILE - CA-1	1.5	Temporary. Cut off annually. Upon accumulation of one foot retire to Records Center. Hold for seventy-five years and return to branch for review and disposition.
6.	Consists of copies of Form CA-1 or CA-1 dispatches. This form is completed by individual as a record of injury or illness and contains information such as date of injury or illness, circumstances and nature of incident. Filed alpha.	1.5	Temporary. Cut off annually. Upon accumulation of one foot retire to Records Center. Hold for seventy-five years and return to branch for review and disposition.
6.	COUNSELING FILE	1.5	Temporary. Upon termination of employee, screen and forward cards containing pertinent data to OP File Room for inclusion in official personnel folder. Destroy remaining cards.
7.	Consists of Form 1711, Personnel Interview Record, which is prepared to record employee problems such as job dissatisfaction, financial difficulties, marital problems and grievances as well as advice given and action taken. Filed alpha.	1.5	Temporary. Disposal not authorized at this time. Retain in current files area indefinitely.
7.	CARD FILE	2.0	Temporary. Disposal not authorized at this time. Retain in current files area indefinitely.
	a. 3x5 card index used to record receipt and dispatch of correspondence on individuals relating to claims, group life insurance, unpaid salary compensation, advanced sick leave, etc.		

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

Received 7/27/67
R.S. (41)

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5</p> <p>b. 3x5 card file showing dates of blood donation and includes blood type in instances where the employee has a rare type blood. File is used in filling special requests and indicates frequency of donation by individual.</p> <p>c. 3x5 card file on resignees, military leave cases, and individuals going on LWOP. Cards used as reference on status of each case. Filed alphabetically by name.</p>	.6	Temporary. Upon resignation of individual, card will be destroyed.
8.	REFERENCE MATERIAL	.4	Temporary. Destroy when two years old.
	<p>Consists of library books, copies of BEC decisions, regulatory issuances and other published material used for reference purposes.</p>	6.0	<p>needed</p> <p>Temporary. When no longer/return library books to OCR. Destroy other material when superseded, obsolete, or no longer needed.</p>
		45.0	

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

SECRET

RMS

6 January 1964

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT : Revised Schedule 40-64 for Contract Personnel Division, Office of Personnel

RESCINDS : Records Control Schedule 40-60, pages 51-59

1. Attached hereto is Records Control Schedule 40-64 for the Contract Personnel Division, Office of Personnel. Items have been updated and modifications made where necessary.

2. It is requested that this schedule be substituted for the one presently in effect as soon as possible.

25X

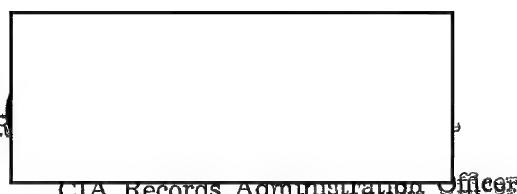
[Redacted Box] RAO/OP

Attachment:

RCS 40-64, CPD/OP

X1

APPR

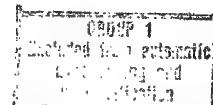


6 Feb 1964

Date

CIA Records Administration Officer

SECRET



RECORDS CONTROL NUMBER: 2005/11/21 : CIA-RDP78-00487A000100230003-5			SCHEDULE NO. 4064	RNS 25
			CONCURRENCE	
OFFICE, DIVISION, BRANCH Office of Personnel, Contract Personnel Division			Chief, CPD/OP	-8 JAN 1964
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS	
1.	DIVISION ADMIN SUBJECT FILES copies of a. Consists of directives, policy decisions, laws and regulations applicable to the employment of contract and staff agents. Also included is material relating to Social Security matters, special reports, progress reports, and general information on entitlements, allowances and other matters of interest to CPD. (Current)	1.7	Temporary. Screen periodically. Destroy selectively. Hold remainder in current files area indefinitely.	
	b. Consists of routine administrative files, chrono files as well as extra copies of contracts executed by CPD.	1.0	Temporary. Cut off at end of each year. Destroy one year later except extra copies of contracts which will be destroyed at the end of one year.	
2.	FLEX-O-LINE FILE Contains information on original contract date, compensation, status, etc. Arranged organizationally and alphabetically thereunder. (Current)	.1	Temporary. Destroy when terminated.	
3.	ADMINISTRATIVE PLANS FILE Consists of project files containing copies of internal administrative documents authorizing deviations from normal Agency rules, regulations, and policy pertaining to approved Agency projects. These files are maintained for reference purposes only. Record copies are retained by DODS.	1.5	Temporary. Destroy one year after termination of project.	

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4.	Approved For Release 2005/11/21 : CIA RDP78-00487A000100230003-5	.4	Temporary. Destroy one year after expiration of agreement.
5.		1.5	Temporary. Place in inactive file upon termination of agreement. Retain in current files for three years and retire to Records Center at the end of this period and hold for an additional seven years. Then destroy.
6.	PERSONAL SERVICES FOLDER FILE a. Consists of case files containing copies of Letters of Authorization, amendments thereto on Military Personnel. Filed alpha. b. Consists of case files containing copies of contract, amendments, biographic information and other supporting papers on contract personnel. Filed alphabetically.	40.0	Temporary. Destroy when terminated. Temporary. Upon termination place in inactive file. Transfer to Records Center no sooner than one year thereafter. Destroy at Records Center 75 years after birth of employee or 60 years after date of earliest document in folder if date of birth cannot be ascertained provided employee has been separated or retired for at least 5 years or destroy 5 years after death of employee, whichever is sooner.
7.	JUSTIFICATION FOR CONSULTANT FILE Consists of Form 503, Justification for Consultant, containing name, office of primary interest, estimated use and duties to be performed.	.6	Temporary. Hold for three years; then destroy.

SECRET

Approved For Release 2005/11/21 : CIA RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
8.	Approved For Release 2005/11/21 : CIA RDP78-00487A000100230003-5 SEPARATION AND SPECIAL ALLOWANCE FILE	1.0	Temporary. Screen periodically. Destroy selectively. Hold remainder in current files area indefinitely.
9.	CONSULTANT FILES	5.0	Temporary. Forward to OP File Room when consultant is terminated.
10.	OFFICIAL STAFF AGENT FOLDER FILES	8.0	Temporary. Forward to OP File Room for sterilization and consolidation upon termination of employee's services as a staff agent.
	a. Folders contain code number cross referenced to Confidential Jacket File and are filed alphabetically by pseudonym and contain Request for Personnel Action, Form 1152, and Notification of Personnel Action, Form 1150.		
	b. Confidential Jacket File consists of documents in true name, such as Form 57, PHS, Medical Action Request, pseudonym acknowledgement. Filed numerically by code number.	6.0	Temporary. Forward to OP File Room for sterilization and consolidation upon termination of employee's services as a staff agent.
11.	STAFF AGENT REQUEST FOR PERSONNEL ACTION FILE	.1	Temporary. Hold for two months and destroy.
	Consists of additional copy of Request for Personnel Action maintained for reference purposes only. Filed chronologically.		
12.	CARD FILES	8.0	Temporary. Place in inactive file upon termination. Hold in office area indefinitely.
	a. Consists of 5x8 cards maintained on contract personnel and staff agents. Cards contain pseudonym, area division to which assigned.		

Approved For Release 2005/11/21 : CIA RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION Approved For Release 2005/11/21 : CIA RDP78-00487A000100230003-5	OF DUE DATE	DISPOSITION INSTRUCTIONS
	and code number used as a cross reference. These cards are used to record receipt and dispatch of documentation and are filed alphabetically.		
	b. Consists of 3x5 cards maintained as cross reference in two sets. One set is arranged numerically by code number, the other alpha. by name.	2.0	Temporary. Place in inactive file upon termination. Hold in office area indefinitely.
	c. Consists of OF4b, Employee Record Card, maintained on staff agents and used for recording personnel actions, training, qualifications and other information. Filed organizationally and by pseudonym thereunder.	1.0	Temporary. Destroy one year after termination of staff agent status.
	d. Consists of 5x8 card containing information on authorized allowances as well as equalization allowances given in lieu of regular post allowances. Cards reflect location of post, type of allowance granted, and misc. information used as guides in processing claims. Filed by area, country, and post. (Current)	.1	Temporary. Destroy when superseded or obsolete.
13.	PERSONNEL FILES		
	Consists of "soft" files on division personnel containing copies of personnel documents which reflect assignment, promotions, T&A records and general information. Filed alphabetically.	.3	Temporary. Destroy six months after transfer or separation of employee.
14.	REFERENCE MATERIAL		
	Consists of published material such as salary tables, Agency regulatory issuances as well as issuances published by other Government departments used for reference purposes.	12.0	Temporary. Destroy when superseded or obsolete.
		90.3	

Approved For Release 2005/11/21 : CIA RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
8	HONOR AND MERIT AWARDS PROGRAM FILE Approved For Release 2005/11/21 : CIA-RDP48A000100230003-5	.5	<i>SECRET</i> 387A000100230003-5 Benefits & Services Div 15 Oct 62 RD
	Consists of correspondence, staff studies, case files, recommendations and activities of the Honor and Merit Awards Board accumulated in Administration of the Honor and Merit Award Program.		
	a. Honor and Merit Awards Board Meeting File. Consists of agenda, minutes, reports and other correspondence related to the meeting of HMAB. File contains information on recommendations for awards considered and approved, proposed regulations, security implications in presenting awards, procurement and design of medals, and similar information documenting the activities of the Board. Arranged numerically by Board meeting number. (1956-1960)	.5	Permanent. Disposal not authorized. (Cut off at end of each year; transfer to Center 3 years thereafter.) (Item 43 RCS 40-57)
	b. Honor Awards Number Register. Consists of a register used to assign control numbers to recommendations for honor awards received by the Office. Register contains name, date recommendation received, number assigned, and Board action. Arranged numerically.	.2	Permanent. Disposal not authorized. Begin new register each year; transfer to Records Center when 5 years old. (Item 42 RCS 40-57)
	c. Honor and Merit Awards Case Files. Consists of case files on employees who have received Honor and Merit awards and those who have been recommended to receive such awards. Files contain the recommendations, notice of award presentation, acknowledgement of receipt of award, and miscellaneous correspondence pertaining to the presentation of the awards. Copies of Form 382, Report of Honor and Merit Award Board, are placed in the Official Personnel folders of individuals receiving an award. Files are alphabetically arranged by name.	3.0	Temporary. Destroy 5 years after death of individual. (Cut off file at end of 2 years; transfer to Records Center 1 year thereafter.) (Item 41, RCS 40-57)
	d. Honor Awards Pending Files. Consists of Form 600, Recommendation for Honor or Merit Award, correspondence, and Biographical data supporting the recommendation held pending consideration/action by Board.	.5	Temporary. Upon completion of HMAB action, screen file and transfer pertinent papers to Honor Awards Case files.

SECRET

20 June 1968

MEMORANDUM FOR: CIA Records Administration Officer
SUBJECT : Records Control Schedule 40-68 for Recruitment Division, Office of Personnel
RESCINDS : Records Control Schedule 40-64 for C/PRD/OP
Records Control Schedule 40-64 for C/OP/POD/CAB

sent to
Rec Ctr
7-11-68
LD
w/ new
schedule

1. Attached hereto is revised Records Control Schedule for Recruitment Division, Office of Personnel. (18 June 1968)

2. This schedule was rewritten in order to reflect the current functions of the division which presently comprise of the following offices:

Office of Chief, Recruitment Division
Clerical Staffing Branch, including Interim Assignment Section
Washington Area Recruitment Office

In addition, this schedule also covers the Office of the DD/Personnel for Recruitment and Placement.

3. Early approval will be appreciated.

25X

[Redacted]
RAO/OP

Attachment:
RCS 40-68 for
Recruitment Division/OP

25X

APPROVED:

CIA Records Administration Officer

10 June 1968
Date

f.D.

RECORDS CONTROL Reference 005/11/21 : CIA-RDP78-00487A000100230003-5		SCHEDULE NO. 37A000100230003-5	40-60
OFFICE, DIVISION, BRANCH		SIC	CONCURRENCE
Personnel, Benefits and Services Division, Benefits and Counseling Branch, Employees Relation Unit.			25X <i>C1 BCB</i>
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	SUBJECT FILE Consists of correspondence, reports, studies, statistical reports, working papers and similar material used in administering the activities of the Employee Relation Unit. (1958-1960)	2.0 <i>SECRET</i>	Temporary. Destroy when 3 years old. (Cut off at end of each year; destroy 2 years thereafter.)
2.	ADVANCED SICK LEAVE FILE Consists of 3"x5" cards prepared on individuals who have requested an advancement of sick leave. Cards are prepared upon receipt of a request from an Office and contains employee name, date of request, date of approval, number of hours approved, etc., and serves as a reference for reporting purposes. Filed alphabetically by name. (1958-1960)	.1	Temporary. Destroy when 1 year old.
3.	INTERVIEW APPOINTMENT REGISTER AND LOG SHEETS Consists of copies of an unnumbered form titled "Appointments", used to schedule employee interviews with counselors. Form contains information on the type or interview, (pre-exit or counseling) date and time, name of counselor, name of employee, and information regarding LWD, reason for separation, etc. Filed chronologically by date of interview. (1958-1959)	.2	Temporary. Destroy when 1 year old.

SECRET

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4.	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5 COUNSELING FILE Consists of Form 1711, Personnel Relations Interview Record. This card is prepared to record the employee problems such as job dissatisfaction, financial difficulty, marital problems and grievances. Information given is: Name, grade, title, office of assignment, circumstances of the complaint and advice given or action taken by the unit to assign the employee. Filed alphabetically by name. (1956-1960)	.5 SECRET	Temporary. Upon termination of employee review Form 1711 and destroy if the file contains no pertinent reference data; Cards which contain pertinent reference data will be forwarded to RSD for inclusion in the Official Personnel Folder.
5.	CARD REFERAL FILE Consists of 3"x5" cards prepared on resignees, military leave cases, and leave without pay cases. Information includes : names of individual , grade, type of case (resignee, military leave, etc.) home address, date official folder received, etc. Cards are used as a reference to the status of each case and for obtaining statistics for the Monthly Summary of Separations. Filed alphabetically by name. (1958-1960)	.1	Temporary. Destroy when 1 year old.
6.	RESIGNATION WORK SHEET FILE Consists of copies of 971a form titled "Resignations" used to record information on resignees such as, name, office, effective date, date official folder received, etc. Names are listed on this form as they are received from the operating offices and the form is used as a check sheet for recording processing actions. Filed chronologically. (1958-1960)	1.0	Temporary. Destroy when 1 year old. (Cut off file at end of year; destroy 1 year thereafter.)

SECRET

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
7.	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5 REPORT OF SEPARATION FILE	1.0	SECRET Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
8.	RECREATION ASSOCIATION FILE	1.0	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
9.	BLOOD DONOR FILE	.5	Temporary. Destroy when 1 year old. (Cut off at end of each year, destroy 1 year thereafter. At time of destruction names of employees who possess rare blood type will be listed and retained.)
	a. Consists primarily of two lists, one is prepared by the Branch and contains the name of the donor, his office, time scheduled, signature, and number used in lieu of name. The other list is prepared by the Red Cross and contains the assigned number and blood type. Filed chronologically. (1958-1959)		

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
11.	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5 OUTSIDE ACTIVITIES FILE Consists of a record of employees who have requested permission to participate in activities outside the Agency. Activities include participation in clubs, part-time employment, attending school, etc. File is used to record date requests are submitted to the Security Office and approval or disapproval of the requests. Arranged alphabetically by surname. (Current)	.1 SECRET	Temporary. Destroy when 1 year old.
12.	FEDERAL EMPLOYEES' GROUP LIFE INSURANCE FILE Consists of a roster of employees who have waived their rights to insurance under the Federal Employees Group Life Insurance Program and related correspondence. File serves as a source of information which is furnished to the Office of the Comptroller weekly. Filed by vouchered or unvouchered funds and thereunder alphabetically by surname. (Current)	.5	Temporary. Destroy when 1 year old.
13.	EMPLOYEES WELFARE FUND Consists of correspondence, policy, procedures and background material which document the request and approval of personal loan from the fund; also contains deposit and record of payments. Filed by Subject. (1954-1959)	.5	Temporary. Destroy 4 years after audit and clearance (Cut off at end of year; transfer to Records Center 1 year thereafter.)
14.	REFERENCE PUBLICATIONS FILE Consists of published material such as regulations, notices, handbooks, and college brochures.	14.5	Temporary. Destroy when no longer needed for reference purposes.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
10.	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5</p> <p>b. Blood Donation Control File consists of 3"x5" card showing dates of Blood donation and includes Blood type in instances where the employee has a Rare <u>Type Blood</u>. This file is used in filling special requests; and for information to control frequency of donation.</p> <p>10. FUND RAISING CAMPAIGN</p> <p>Consists of records used to facilitate and control collection of moneys for fund-raising campaigns of charitable, health, welfare and similar organizations.</p> <p>a. Consolidated Charities Fund Pledges and payment records - Filed organizationally by component.</p> <p>b. Correspondence, receipts, invoices, vouchers, ledgers, and related papers pertaining to the various fund-raising drives; including bank statements, cancelled checks etc.</p> <p>c. Policy and background papers collected in administration of Fund-Raising campaigns consisting of: Consolidated Charities Minutes, Agendas etc; Statistical reports of current drives and comparative records of prior years; operating procedures for activity with sample forms, hand-outs etc.</p>	<p>SECRET</p> <p>.1</p>	<p>Temporary. To be retained in immediate work area as long as of reference value.</p>
		14.0	<p>Temporary. Destroy 4 years after audit and clearance. (Cut off file; end of yr; transfer to Records Center.)</p>
		2.0	<p>Temporary. Destroy 4 years after audit and clearance. (Combine with related material in "a" above and retire to records center.)</p>
		2.0	<p>Temporary. Destroy when four years old. (Cut off file at end of year retire to Records Center 1 year thereafter. Policy papers will be transferred to active file for retention in immediate work area before retiring files to Records Center. (Item 233, RCS 40-57)</p>

SECRET

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

RECORDS CONTROL SCHEDULE		SCHEDULE NO.	40-60
		CONCURRENCE	25X
OFFICE, DIVISION, BRANCH		SIG	
Personnel, Benefits and Services Division Benefits and Counseling Branch	<i>Received 8/16/60</i>	<i>CIA 363</i>	<i>28 June '60</i>
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	BRANCH CORRESPONDENCE FILES Consists of correspondence and other papers accumulated in the operations of the Branch concerned with administration of the Federal Employees Compensation Act, Civil Service Retirement Benefits, Employee Emergencies including MIA, Federal Employees Group Life Insurance, and Employees Relation activities. Filed by subject numeric system. (1959-1960)	4.0	SECRET Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter, except papers related to establishment of program which will be retained indefinitely.)
2.	DEATH BENEFITS AND CLAIMS FILES Consists of case files containing papers which document the processing of claims for the estate or beneficiary of deceased employees. Types of documents include copies of Certificate of Death, SF 2800, Application For Death Benefits, Form 901, Emergency/Casualty Report and other related correspondence. Record copies of pertinent documents are filed in the Official Personnel Folder. Filed alphabetically by name. (Current)	1.0	Temporary. Destroy when 5 years old. (Place in file of completed cases upon final settlement of Claim; retire to Records Center upon accumulation of 1 cubic foot.) (Item 436, RCS 40-57)
3.	COMPENSATION CLAIMS FILES Consists of case files maintained on employee and dependents who have filed claims for compensation or medical treatment and include a 3"x5" card index; Files contain reports and correspondence which document each claim and are used by the Branch to process claims for employees.		REF ID: A67A000100230003-5

ITEM NO.	FILES IDENTIFICATION	SECRET NOV 18 1962	DISPOSITION INSTRUCTIONS
	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5</p> <p>a. Case Files. Containing Form 271, Employees Notice of Injury or Occupational Disease, C.A.4, Claim For Compensation or Account of Injury, etc. Case files on these claims are also maintained by the Bureau of Employees Compensation. Filed alphabetically by name. (1959-1960)</p> <p>b. 3"x5" card index containing name of employee, date claim was filed, type of claim, and date closed. Filed alphabetically by name. (1959-1960)</p>	8.0	Disposal not authorized by this schedule. (Place in file or completed cases upon final settlement of claim; cut off completed case file at end of each year and transfer to Records Center 1 year thereafter.) (Item 437a, RCS 40-57)
4.	CLAIMS STATUS OF PROCESSING FILE	.3	Disposal not authorized by this schedule. Retain in current files area indefinitely.
	<p>Consists of 5"x8" cards containing information on compensation claims such as date claim was filed and a chronological listing of all reports and correspondence received or prepared by the Branch. Cards are used as a reference to the processing of each claim, the color of the tab on each card indicates the present status of the claim. Filed alphabetically by name. (1959-1960)</p>	.3	Temporary - Transfer to claims file when case is closed.
5.	INJURY AND COMPENSATION REPORTS FILE	.5	<p>Disposal not authorized. Place in appropriate case file upon initiation of claim; Transfer to inactive file when settlement of the claim; retire to records center 1 year thereafter. (Item 440, RCS 40-57).</p> <p>8/18/62</p>

Approved For Release 2005/11/21 : CIA RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
9	BUDGET AND ALLOTMENT FILE <i>Approved For Release 2005/11/21 : CIA-RDP78-B0487A000100230003-5</i>	SECRET 3.0	Temporary. Destroy 4 years after lapse of appropriation. (Cut off upon lapse of appropriation; destroy 4 years thereafter.) <i>Re-arranged 6/16/62</i>
10	ADMINISTRATIVE SERVICES FILE Consists of correspondence, memoranda, special reports, etc. accumulated in Administrative support functions for the Office of Personnel. Administrative files consist of: equipment and purchases requests, parking space allocations, telephone services, liaison with CIA Committee on new CIA Building; space allocation, maintenance and construction, etc. (1958-1960)	1.0	Temporary. Destroy when 2 years old. (Cut off file at end of 1 year; destroy 1 year thereafter.)
11	REVOLVING FUNDS FILE Consists of receipts, reports and supporting documents used in the administration of the Revolving Fund maintained for reimbursement for transportation expenses, and miscellaneous small expenditures incurred by OP employees in discharge of official business. Filed chronologically. (1956-1960)	.2	Temporary. Destroy when 4 years old. (Cut off at end of each year; destroy 4 years thereafter.)
12	NATIONAL SECURITY COUNCIL QUARTERLY REPORT FILE Consists of quarterly reports prepared covering NSC obligations for administrative services furnished by OP in connection with providing personnel services for NSC.	.2	Temporary. Destroy when 3 years old. (Cut off file at end of 1 year; destroy 2 years thereafter.)
13	ADMINISTRATIVE REFERENCE FILES Consists of Handbooks, Training Bulletins, language tests, Fiscal Accounting Instructions and miscellaneous processed material used for guidance in administration of fiscal accounting and training activities for OP.	1.0 SECRET <i>Approved For Release 2005/11/21 : CIA-RDP78-B0487A000100230003-5</i>	Temporary. Destroy when superseded or of no further reference value.

RECORDS CONTROL SCHEDULE			SCHEDULE NO. (formerly 30-61. Transferred to 40-60, 40-60 on 17 Aug 61) Approved For Release 2005/11/21 : CIA RDP78A000100230003-5 CONCURRENCE
OFFICE, DIVISION, BRANCH			25X
Personnel, Benefits & Services Division, Suggestion Awards Unit			V Chief, Sugg. Awards Unit
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	STAFF ADMINISTRATIVE FILE This file documents the activities performed by the Suggestion Awards Unit and consists of policy files, rosters of award winners, reports to DCI and DD/S Filed in accordance with Agency file manual. (1953 - 1960)	.4	Permanent. Disposal not authorized. Retain in current files area indefinitely.
2.	ADMINISTRATIVE OR HOUSEKEEPING FILES These files are maintained to reflect the administrative activities of the Unit. File consists of requisitions, purchase orders and report files to the Civil Service Commission, Bureau of the Budget, budget estimates and reports. Arranged by subjects according to the Agency Manual. (1953 - 1960)	2.0	Temporary. Destroy when 3 years old Cut off at end of each year. Transfer to Records Center 2 years thereafter.
3.	EMPLOYEE SUGGESTION CASE FILES This file consists of folders utilized to centrally maintain all pertinent documents of an employee suggestion. Includes originals and copies of correspondence and forms on all cases such as transmittal of suggestions, proposals for evaluating, briefings and committee findings. Filed as follows: a. Pending cases. Filed numerically. b. Approved cases. Filed alphabetically.	2.0 6.0	Permanent. Disposal not authorized. Hold in office area for two years after close of case and retire to Records Center.

X1
Approved For Release 2005/11/21 : CIA RDP78A000100230003-5
Date: 7/26/03
Administration Officer

RECORDS SCHEDULED FOR RELEASE 2005/11/21 : CIA-RDP78-00487A000100230003-5			SCHEDULE NO. 1064
OFFICE, DIVISION, BRANCH	TITLE Chief, OP/BS/CPB DATE 9 July 1964		
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p>BRANCH SUBJECT FILES</p> <p>a. Consists of Dept. of Defense and Dept. of State travel procedures and policy dealing with obtaining visas, shipment of household effects, cover and tours of duty as well as procedures used in financial processing of personnel. Also included in this file are special reports to Chief, BSD and other material used in the over-all administration of the Central Processing Branch. (1958 -)</p> <p>b. Consists of general correspondence, financial reports, weekly check-out reports, and other papers dealing with routine matters pertaining to equipment and supply, training, and security as well as chrono file on Form 260, Record of Transportation, which is maintained for convenience of reference. (1962 -)</p>	3.5	Temporary. Screen periodically. Destroy material no longer needed; retain remainder in immediate work area.
		2.5	Temporary. Cut off annually. Destroy when two years old.
2.	<p>TRAVEL CASE FILES</p> <p>a. Consists of travel case files on all staff and non-staff employees being processed PCS or TDY for overseas official travel. File includes travel and finance operation records, travel order, [redacted] shipping data, record of transportation, foreign duty data, clearances, requests for passport and ID card, etc. Filed alphabetically. (Current)</p>	90.3	Temporary. Destroy six months after return to Headquarters.

GROUP 1
Excluded from automatic
downgrading and
declassification

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p>Approved For Release 2005/11/21 : b. Consists of travel case files on [REDACTED] personnel. File contains correspondence and documents dealing with travel of individuals assigned to project. Filed alphabetically. (Current)</p> <p>c. Consists of 5x8 card, Form 1220b, Travel Operations Record, maintained for control and follow-up purposes during various stages of overseas processing. Filed alphabetically. (Current)</p>	2.0 0.5	<p>SECRET RDP78-00487A000100230003-5 Temporary. Transfer file to "a" above upon termination of individual from project. Hold six months and destroy.</p> <p>Temporary. Place in "a" above upon completion of processing.</p>
3.	TRAVEL DOCUMENTS FILE	1.5	Temporary. Issue to employee upon departure on official travel.
4.	<p>CREDENTIAL FILES</p> <p>a. Consists of special envelopes containing necessary travel documents which will be given to employee upon departure. File includes passports, tickets, ID cards, and [REDACTED] travel orders. Filed alphabetically. (Current)</p> <p>b. Consists of Transmittals of passports and ID cards returned to [REDACTED] and [REDACTED] respectively. (1954 -)</p>	23.1 2.0	[REDACTED]
5.	TRAVEL ORDER FILE	2.4	Temporary. Retain in current files area until no longer needed for reference purposes; then destroy.
	<p>Consists of extra copies of Form 540, Travel Order, maintained as a record of official travel for both domestic and overseas travel by fiscal year and alphabetically thereunder. (FY 1964 -)</p>		Temporary. Cut off at end of each fiscal year. Destroy one year thereafter.

Approved For Release 2005/11/21 :
 SECRET RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
6.	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5 COVER ORDER FILE Consists of Form 938, Request for Publication of [redacted] Orders, as well as copy of order issued upon our request to Adjutant General. Filed chronologically. (1963 -)	2.0	Temporary. Cut off monthly. Destroy one year thereafter.
7.	TRANSPORTATION REQUEST FILE Consists of SF-1169, United States of America Transportation Request, including request for military personnel, maintained as a record of transportation requests used. Filed chrono. (1961 -)	.8	Temporary. Cut off annually. Destroy three years thereafter.
8.	DOMESTIC RESERVATIONS FILE Consists of 5x8 card, Form 1220h, Record of Air/Rail Reservations (Domestic) which is maintained on all individuals as a record of domestic travel. Filed alphabetically.	.8	Temporary. Hold one year and destroy.
9.	POST REPORTS FILE Consists of reports, correspondence, brochures, and other information on conditions at overseas posts and stations. Used in briefing employees on housing, clothing, health, transportation, and other conditions at station. Filed alphabetically by post.	8.0	Temporary. Destroy when revised or no longer needed.
10.	HANDOUT MATERIAL Consists of booklet entitled "Information for PCS Returnees" given to individuals returning PCS.	3.5	Temporary. Destroy when revised.

SECRET

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
11.	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5 REFERENCE MATERIAL	SECRET 6.7	Temporary. Destroy when revised, superseded, or no longer needed.
	Consists of alphabetical listing of Agency personnel (ADPD Job 105-000), airline and hotel guides, regulatory issuances, and other published material used as reference in processing Agency employees.		
		149.6 AP	<div style="border: 1px solid black; width: 100%; height: 100%;"> </div> <div style="text-align: right;">15 July 1964 Date</div> <div style="text-align: right;">CIA Records Administration Officer</div>

SECRET

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

RECORDS CENTER SCHEDULE			SCHEDULE NO. 34-60-M
Approved For Release 2005/11/21 : CIA-RDP78A000100230003-5			SECRET
OFFICE, DIVISION, BRANCH Office of Logistics, Transportation Division, Passenger Movement Branch			CONCURRENCE
			SIGNATURE
			TITLE DATE
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
37.	<u>Branch Subject Files</u> a. Files consisting of copies of memoranda, letters, reports, etc., used in administration of the Branch. Filed by subject. 1957 - 1960. b. Reference files consisting of regulations, procedures, letters of instruction or authority and other policy documents used as reference in the operational activities of the Branch. Filed by subject. 1949 - 1960.	2.0 2.0	Temporary. Cut off at end of each calendar year; retain two years and destroy. (GRS 9 - Item 2) Temporary. Destroy when superseded or no longer needed.
38.	<u>Cable and Dispatch Files</u> Copies of Incoming and Outgoing Cables and Dispatches received in the Branch not applicable to a particular case file. Filed numerically.	0.5	Temporary. Destroy after three months.
39.	<u>Name Case Files (Agency)</u> Files regarding outgoing and incoming shipments of personal effects of Agency employees, (including vehicles.) a. Copies of memos, travel orders, vouchers, shipping documents, schedules, authorizations, working forms and other data concerning shipment of personal and quasi-personal effects. Filed alphabetically by surname and thereunder by case number. 1956 - 1960.	48.0	Temporary. Place in inactive file when return shipment is complete. Retire to Records Center within one year thereafter. Destroy after ten years. (GRS 9 - Item 3.a.) For F/6 and subsequent destroy after 4 yrs See O.L memo 11/18/60. P.D. 12/2/60

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	b. 5 x 8 card forms indicating name and traveler, case number assigned, organizational location, and transactions. Filed alphabetically by surname. 1956 - 1960.	1.7	Approved For Release 2005/11/21 : GRS 00487A000100230003-5 Temporary. Destroy when case files are retired following return shipment.
	c. Case number register, which is looseleaf book record of assignment of case numbers to requests for shipment. Serves as cross reference by number to pseudonym files. Entered numerically 1952 - 1960	0.1	Temporary. Destroy after four years.
40.	<u>Name Case Files (Contractor)</u>		No disposal authorized. (GRS 9 - Item 1) From F Y 60 - destroy after 4 years. See O/L memo 11-10-66. R.D. 1/2/60
	a. Files maintained by contractor and returned upon completion of contracts, containing documents pertaining to shipment and storage of household goods and private automobiles. Records containing <u>export certificates</u> ; <u>transit certificates</u> ; demurrage car record books; and shipping documents essential in determining proper freight classification. (particularly American Express Company.)		
	b. Files as above, <u>without export certificates</u> and other papers essential in determining proper freight classification.		Temporary. Retire to Records Center when returned from the Contractor. Destroy seven years after date of completion. Same as amended for C. R.D.
41.	<u>Pseudonym Files</u>		
	Records of assigned pseudonyms of personnel of the Agency who ship effects. Used in preparation of dispatches regarding shipments.		
	a. Loose leaf book record by case number and true name. Records of name cancelled after return from tour. 1952 - 1960.	0.1	Temporary. Destroy upon cancellation of all names in book.
	b. Loose leaf book record by case number and pseudonym.	0.1	Temporary. Destroy upon cancellation of all names in book.
	c. 3 x 5 card record of pseudonyms. Filed alphabetically by pseudonym. 1952 - 1960.	1.0	Temporary. Destroy upon completion of tour.

Approved For Release 2005/11/21 : GRS 00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA RDP78-00487A000100230003-5		
42.	<p><u>Document Control Records</u></p> <p>"Document Control" (Form 238) record of correspondence, dispatches and action cables assigned to the Branch, indication to whom assigned within the Branch. Filed by type and numerically thereunder. 1959 - 1960.</p>	0.1	<p>SECRET</p> <p>Temporary. Cut off at end of year; retain six months and destroy</p>
43.	<p><u>State Bill of Lading File</u></p> <p>a. Register showing record of State Bills of Lading received and to whom issued.</p> <p>b. Memorandum copy of State Bills of Lading issued by PMB.</p> <p>(See Item 16 of this Schedule - Cargo Branch)</p>	0.2	<p>Temporary. Cut off at end of each Fiscal Year; retain in current file area one year and retire to Records Center. Destroy ten years thereafter. (GRS 9 - Item 3.a.) (These records should be combined with similar records in Cargo Branch for retirement purposes.) <i>Beginning with FY60 records destroy after 4 years.</i> <i>See O/C memo 11/10/60.</i> <i>1/2/2/60.</i></p>
44.	<p><u>Billings</u></p> <p>Files containing copies of storage billings and transmittal of payments. Used as reference. Filed by name and chronologically thereunder. 1959 - 1960.</p>	1.3	<p>Temporary. Cut off at end of calendar year. Retain in current file area one year and retire to Records Center. Destroy four years thereafter. (GRS 9 - Item 4.a.)</p>
45.	<p><u>Travel Orders</u></p> <p>Copies of travel orders of integrants, military and Agency personnel. If shipment action is initiated the travel order is filed in the case file; if no immediate shipment occurs the orders remain in file. They are used as a basis of denial of Agency interest on integrated employees; as authority for subsequent and incoming shipments. Filed by type and alphabetical thereunder. 1956 - 1960.</p>	1.2	<p>Temporary. Cut off at end of each Fiscal Year; retain three years and destroy.</p>

SECRET

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
46.	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5 <u>Travel Arrangement File</u>	0.8	Temporary. Retain a six months level and destroy the balance.
47.	Copies of "Record of Transportation" (Form 260) furnished by Central Processing Branch. Used as a basis for preparing a "Travel Arrangements Report" reflecting volume and distribution of business. Filed by month. (Compiled Reports filed with correspondence.) 1960	15.0	Temporary. Destroy when superseded or no longer needed. Library material to be returned to Library when no longer needed.
	<u>Reference Material</u>		
	Various Technical Manuals, Regulations of other Government Agencies and complete set of Decisions of the Comptroller General, used in daily operations of the Branch.		

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

SECRET

RMS

1 September 1965

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT : Records Control Schedule 40-65 for OP/POD,
Transactions and Records Branch

RESCINDS : Records Control Schedule 40-60, pages 118-125

1. Attached hereto is Records Control Schedule 40-65 for OP/Personnel Operations Division, Transactions and Records Branch.

2. Items have been updated and modifications made where necessary. Also, disposition instructions for certain items have been changed. In particular, please note that Item 6, Official Applicant Files, has been completely rewritten. As a result of the recent screening of all applicant files by RID, all files presently stored at the Records Center by the Office of Personnel fall under Item 6a. Forms 140 should be corrected to reflect this change.

3. Your approval of this schedule in the near future would be appreciated.



RAO/OP

25

Attachment:

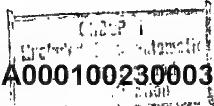
RCS 40-65 for
OP/POD/TRB

Distribution:

Orig & 1 - Addressee

*superseded by
4-68. for TRB. date 21 June 1968.*

R.D.
7-10-68

SECRET

RECORDS CONTROL SCHEDULE		SCHEDULE NO.	40-60
		ITEM	DISPOSITION INSTRUCTIONS
OFFICE, DIVISION, BRANCH Personnel, Benefits and Services Division Benefits and Counseling Branch			
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	
1.	BRANCH CORRESPONDENCE FILES Consists of correspondence and other papers accumulated in the operations of the Branch concerned with administration of the Federal Employees Compensation Act, Civil Service Retirement Benefits, Employee Emergencies including MIA, Federal Employees Group Life Insurance, and Employees Relation activities. Filed by subject numeric system. * (1959-1960)	4.0	Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter, except papers related to establishment of program which will be retained indefinitely.)
2.	DEATH BENEFITS AND CLAIMS FILES Consists of case files containing papers which document the processing of claims for the estate or beneficiary of deceased employees. Types of documents include copies of Certificate of Death, SF 2800, Application For Death Benefits, Form 901, Emergency/Casualty Report and other related correspondence. Record copies of pertinent documents are filed in the Official Personnel Folder. Filed alphabetically by name. (Current)	1.0	Temporary. Destroy when 5 years old. (Place in file of completed cases upon final settlement of Claim; retire to Records Center upon accumulation of 1 cubic foot.) (Item 436, RCS 40-57)

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5 OP/BSB/BCB RCS-40 to Revised 10 Aug. 1962		
3. COMPENSATION CLAIMS FILES	<p>Consists of case files maintained on employee and dependents who have filed claims for compensation or medical treatment and include a 3"x5" card index; Files contain reports and correspondence which document each claim and are used by the Branch to process claims for employees.</p> <p>a. Case Files. Containing Form CA-1, Employees Notice of Injury or Occupational Disease, C. A.4, Claim For Compensation or Account of Injury, etc. Basic case files on these claims are also maintained by the Bureau of Employees Compensation. Filed alphabetically by name. (1960-1962)</p> <p>APPROV [Redacted]</p> <p>Clerk, Records Management Staff</p>	8.0	<p>Temporary. Dispose of in the following manner:</p> <p>a. Upon final settlement of a completed case place in file (arranged alphabetically); cutoff completed case files at end of each year and transfer to Records Center 1 year thereafter.</p> <p>b. Destroy at the Records Center 75 years after birth of employee or 60 years after date of earliest document in the file if date of birth cannot be ascertained, provided employee has been separated or retired for at least 5 years; or destroy 5 years after death of employee whichever is sooner.</p> <p>NOTE: Claims and settlement files are to be accorded same retention as Official Personnel files for protection of the employee and the Agency on claims which might arise subsequent to settlement. CIA is obligated to retain documented evidence on background and payment of Agency claims because BEC does not receive full detail on Claims covering Agency employees.</p>

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4.	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5</p> <p>b. 3"x5" card index containing name of employee, date claim was filed, type of claim, and date closed. Filed alphabetically by name. (1959-1962)</p>	.5	Disposal not authorized by this schedule. Retain in current files area indefinitely.
4.	<p>CLAIMS STATUS OF PROCESSING FILE</p> <p>Consists of 5"x8" cards containing information on compensation claims such as date claim was filed and a chronological listing of all reports and correspondence received or prepared by the Branch. Cards are used as a reference to the processing of each claim, the color of the tab on each card indicates the present status of the claim. Filed alphabetically by name. (1960-1962)</p>	.3	Temporary - Transfer to claims file when case is closed.
5.	<p>INJURY AND COMPENSATION REPORTS FILE</p> <p>Consists of copies of Form C.A.1 Employees Notice of Injury or Occupational Disease, C.A.4 Claim For Compensation on Account of Injury, and other C.A. Reports. These reports are prepared by or for the employees as a record of injury or illness and contain information on date of injury or illness, cause, nature, place of employment, etc. Filed alphabetically. (1959-1962)</p>	1.0	<p>Temporary. Dispose of in following manner:</p> <ul style="list-style-type: none"> a. Place in appropriate case file upon initiation of claim; Transfer to inactive file when settlement of the claim; retire to records center 1 year thereafter. b. Destroy at the Records Center 75 years after birth of employee or 60 years after date of earliest document in the file if date of birth cannot be ascertained, provided employee has been separated or retired for at least 5 years; or destroy 5 years after death of employee whichever is sooner. <p>8/10/62 Date</p> <p>Approv [redacted] Clerk, Records Management</p> <p>Per Telecom with [redacted] 8/18/62 CA-1s are not filed in accordance with Feed. Regs Manual. Director of OP granted an exemption "some years ago because of sensitivity" of cases</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
3.5	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5</p> <p>b. 3x5" card index containing name of employee, date claim was filed, type of claim, and date closed. Filed alphabetically by name. (1959-1962)</p> <p>COMPENSATION CLAIMS HANDLED BY BEC, DEPT. OF LABOR</p> <p>These files consist of BEC claims held at the Dept. of Labor. The cases generally cover claims for compensation or medical treatment of Agency employees which may have a security implication. Cases handled through this channel are assigned to C/BCB on a sensitive basis.</p>	.5	<p>Disposal not authorized by this schedule. Retain in current files area indefinitely.</p>
4.	<p>CLAIMS STATUS OF PROCESSING FILE</p> <p>Consists of 5x8" cards containing information on compensation claims such as date claim was filed and a chronological listing of all reports and correspondence received or prepared by the Branch. Cards are used as a reference to the processing of each claim, the color of the tab on each card indicates the present status of the claim. Filed alphabetically by name. (1960-1962)</p>	8.0	<p>Temporary. From time to time these files will be sent to the Agency for forwarding to the Records Center by OP/BSB/BCB. Material will be held at Records Center for fifty years and then returned to Records Custodian for destruction or possible resubmission to Records Center.</p> <p><i>in BEC</i> <i>filed 8/2/63</i></p>
5.	<p>INJURY AND COMPENSATION REPORTS FILE</p> <p>Consists of copies of Form CA-1, Employees Notice of Injury or Occupational Disease, CA-4, Claim for Compensation on Account of Injury, and other CA Reports. These reports are prepared by or for the employees as a record of injury or illness and contain information on date of injury or illness, cause, nature, place of employment, etc. Filed alphabetically. (1959-1962)</p>	.3	<p>Temporary. Transfer to claims file when case is closed.</p> <p><i>May 1963</i> <i>Date</i></p>
		APPROV	<p>CIA Records Administration Officer</p>
		1.0	<p>Temporary. Dispose of in following manner:</p> <ol style="list-style-type: none"> Place in appropriate case file upon initiation of claim; transfer to inactive file when settlement of the claim. Retire to Records Center 1 year thereafter. Destroy at the Records Center 75 years after birth of employee or 60 years after date of earliest document in the file if date of birth cannot be ascertained, provided employee has been separated or retired for at least 5 years; or destroy 5 years after death of employee whichever

SECRET

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
6.	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5</p> <p>MISSING PERSONS ACT - POLICY AND BACKGROUND FILE</p> <p>Contains Agency policy and interpretations on P 1 490, 77th Congress, Missing Persons Act of 1942 and official papers collected in administration of the law as it relates to Agency personnel. Filed by Subject.</p>	1.0	Temporary. Active policy papers and active case files retained in immediate work area. Upon completion of a case transfer to inactive file, (Cut off inactive file at end of each year and transfer papers to Official Personnel File of the MIA and return to RSD for appropriate retirement of the file.)
7.	<p>SOCIAL SECURITY PROGRAM POLICY AND CASE FILES</p> <p>Consists of policy documents relating to the basic internal and external Agency Agreement leading to the establishment and operation of the Agency Social Security program and subsequent changes and additions to the program; and individual cases involving specific employee claims and problems relating to the Social Security Act. Also includes general correspondence and documents of record relating to the tax and administrative records.</p>	1.0	Temporary. Files to be retained in immediate work area for the present. (This is a new file and future disposition will be determined by operating experience)
8.	<p>DOCUMENTATION AND CORRESPONDENCE LOG</p> <p>Consists of 3"x5" cards used to record the receipt and dispatch of documents and correspondence pertaining to employee retirement, insurance status, unpaid salary compensation, etc. Filed alphabetically by name.</p> <p>(1958-1960)</p>	.4	Temporary. Destroy when 2 years old; (Cut off file at end of year; destroy 1 year thereafter.)

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5		
9.	PERSONNEL FOLDER LOG Consists of a loose-leaf binder containing a record of the receipt and dispatch of the Official Personnel Folders received by the Branch. Log contains name of employee, name of requester, disposition and date. File is arranged alphabetically. (1958-1960)	.1	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
10.	REFERENCE PUBLICATIONS FILE Consists of published material such as regulations, notices, handbooks, brochures, copies of BEC decisions on compensation claims, etc., maintained for reference purpose.	3.5	Temporary. Destroy when no longer needed for reference purposes.
11.	LIBRARY MATERIAL Consists of bound library books, dictionaries, guides, manuals, etc., maintained for reference purposes.	7.5	Temporary. Return to Library when no longer needed for reference purposes.

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O/Log- Transportation Div, Passenger Movement Br
function transferred to O/Personnel Apr 1966

Above schedule 34-60M superseded by

O/Personnel Schedule 40-68 for
Benefits and Services Div/Central Processing Br.
26 Apr 1968

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

RECORDS CONTROL SCHEDULE			SCHEDULE NO. 40-60	25X
OFFICE, DIVISION, BRANCH				28/60
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS	
1.	DIVISION SUBJECT FILE Consists of correspondence, reports, and other papers pertaining to the operation of a program of life, health, and certain incidental insurance coverages for Agency personnel; the processing of claims resulting from these coverages; the counseling and guidance of personnel concerning Civil Service Retirement benefits; Employee Relation activity; and the general supervision of the CIA Credit Union. Filed alphabetically by subject. (1958-1960)	SECRET 3.0	Temporary. Destroy when 3 years old. (Cut off at end of each year; transfer to Records Center 1 year thereafter.) (Item 404 RCS 40-57)	
2.	CONVIENCE FILE (Reading) Consists of extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically. (1958-1960)	.5	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)	
3.	BOARD OF DIRECTORS FILES a. Credit Union Consists of the official minutes, reports, and other correspondence related to the meetings of the Board of Directors for the Northwest Federal Credit Union. File contains information on the financial status and policies and procedures for the internal operation of the Credit Union System. Filed alphabetically by subject.	1.0	Permanent. Disposal not authorized. (Cut off at end of every other year and transfer to Records Center thereafter 1 year.) (Item 406, RCS 40-57)	

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78A00487A000100230003-5 BOARD OF DIRECTORS FILES <u>CONTINUED</u>		
	b. Government Employees Health Association, consists of the official minutes, agenda, reports and similar material related in the meetings of the Board of Directors for the Government Employees Health Association Inc. This file also contains the Charter and By-Laws. Filed chronologically. (1952-1960)	2.0	Permanent. Disposal not authorized. (Cut off at end of every other year and transfer to Records Center 1 year thereafter.) (Item 406, RCS 40-57)
4.	CABLE FILE Consists of a record of the receipt and dispatch of cables received from field offices and forwarded to the branches for action. Contains information on subject matter, cable number, date received, to who sent, etc. After appropriate action cables are also placed in this file. File arranged organizationally and chronologically thereunder. (1958- 1959)	.5	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
5.	MASTER INSURANCE POLICY FILE Consists of master insurance policies issued companies insuring Agency employees. These policies serve as a source of reference to the insured for policy limitations, coverage, etc. Individual policies were not issued by the United Benefit Life Insurance Company. (Current)	1.0	Permanent. Disposal not authorized. (Retain in current files area indefinitely)
6.	REFERENCE PUBLICATIONS FILE Consists of published material such as regulations, notices, GEHA leaflets, etc., maintained for reference purposes.	2.0	Temporary. Destroy when no longer needed for reference purposes.

Approved For Release 2005/11/21 : CIA-RDP78A00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
7.	Approved For Release 2005/11/21 : CIA-RDP78A000100230003-5 LIBRARY MATERIAL Consists of bound library books, dictionaries, guides, manuals, etc., maintained for reference purposes.	9.0	Temporary. Return to Library when no longer needed for reference purposes.
8.	DISPATCH LOG Chronological record of [redacted] and other Office of Personnel dispatches; Log record contains: Number, date, brief description of subject, and disposition. (1959-1960)	.5	Temporary. Cut off files at end of year; destroy at end of 2 years.

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Approved For Release 2005/11/21 : CIA-RDP78A000100230003-5

RECORDED CONTROL NUMBER 2005/11/21 : CIA-RDP78-A00487A000100230003-5			SCHEDULE NO.	RMS
OFFICE, DIVISION, BRANCH			CONCURRENCE	25X
Office of Personnel, Benefits and Services Division/Office of the Chief			Chief, BSD/OP	312464
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS	
1.	<p>DIVISION SUBJECT FILES</p> <p>a. Consists of correspondence and reports as well as policy papers and procedures dealing with life and health insurance programs and certain incidental insurance coverages for Agency personnel, including master insurance policies. Also included are policy and procedure material for the internal operation of the Credit Union, Agency Retirement Board, Agency policy and interpretations on Public Law 490, 77th Congress, Missing Persons Act of 1942 and official papers collected in administration of the law as it relates to Agency personnel as well as other material used in the administration of BSD. Filed alphabetically by subject. (1954 -)</p> <p>b. Consists of routine administrative matters such as requests for administrative services, training requests, and chrono files (general as well as dispatch chronos). (1963 -)</p>	2.0	Temporary. Screen periodically. Hold in current files area indefinitely.	
2.	SPECIAL CASES FILE	1.0	Temporary. Cut off annually. Destroy when two years old.	
	Consists of correspondence and miscellaneous material involving claims and other matters of a sensitive nature which are handled by Chief, BSD.	1.0	Temporary. Upon completion of case, place in inactive file and continue to hold in immediate work area for reference purposes.	

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
3.	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5 CREDIT UNION BOARD OF DIRECTORS MINUTES	.8	Permanent. Transfer to Records Center upon accumulation of one foot or more of material at least two years old.
4.	MISSING PERSONS FILE	2.0	Temporary. Hold in immediate work area indefinitely.
5.	RETIREMENT BOARD MATERIAL	.5	Temporary. Destroy upon separation of employee.
	a. Case files contain correspondence dealing with length of service, accrued benefits, rights and eligibility of individual. Filed alpha. (Current)	.3	Temporary. Destroy upon separation of employee.
	b. 5x8 card file contains all pertinent data concerning employee's retirement. Filed alphabetical. (Current)		
6.	DEATH AND DISABILITY STANDARDS [redacted]	1.0	Temporary. Hold in current files area indefinitely.
	Consists of background material and information on the development and implementation of death and disability standards and casualty planning for Agency personnel engaged in hazardous or sensitive undertakings. Files maintained in three separate areas: Casualty Planning, Casualty Annexes, and Insurance [redacted]		
7.	RECREATION ASSOCIATION FILE	5.0	Temporary. Screen periodically. Hold in current files area indefinitely.
	a. Consists of notices, newsletters, brochures and pamphlets as well as correspondence involving various employee recreational activities, membership, meetings, games, scores, etc. Also included is separate file for each club sponsored by Association [redacted]		

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5			
	b. Consists of financial records dealing with various transactions undertaken by the Recreation Association such as sale of seat belts and ticket sales to sporting events, theater, etc.	2.0	Temporary. Destroy upon completion of audit.
8.	PUBLIC SERVICE AWARDS FILE Consists of correspondence and background material concerning nominations for public service awards. Nominations are submitted by Director of Central Intelligence to non-Government organizations which sponsor programs to award individuals for outstanding public service.	1.0	Temporary. Hold in current files area indefinitely.
9.	FUND RAISING CAMPAIGN MATERIAL a. General correspondence and background information with regard to fund raising campaigns. b. Consists of financial records used to control collection of monies for fund raising campaigns, primarily United Givers Fund, Public Service Aid Society, National Health Agencies and Joint Crusade. Included are pledge cards, receipts, designation slips, ledgers and other material accumulated during drives and maintained until audit.	1.0 14.5	Temporary. Screen periodically. Destroy material no longer needed. Temporary. Destroy upon completion of audit.
10.	REFERENCE MATERIAL Consists of Federal Personnel Manual, Agency regulatory issuances, guides, library books and other material used for reference purposes.	17.5 49.6	Temporary. Return library books to OCR when no longer needed. Destroy other material when superseded, obsolete, or no longer needed.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

RECORDED CONTROL SCHEDULE			
		SCHEDULE NO. 87A000100230003-5	40-60 CONCURRENCE
OFFICE, DIVISION, BRANCH		S	T
Personnel, Contract Personnel Division, Office of the Chief		COP/CPO, 1/1/60	
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	DIVISION SUBJECT FILE Consists of correspondence, reports (including CFD Progress Reports), and other papers pertaining to the drafting of contracts for personal services of individuals, commercial firms, and educational institutions; computation of equalization allowances; and the administration and processing of staff agents and military agents. Filed alphabetically by subject. (1956-1960)	.6 SECRET	Temporary. Destroy when three years old. (Cut off at end of each year; screen selectively. Policy and precedent papers are to be transferred to file No. 2 if appropriate.)
2	POLICY AND PRECEDENT FILE Consists of directives, policy decisions, laws, and regulations applicable to contract type of employment; entitlements, allowances, etc.; cover, and examples of cases that establish precedents and record of delegated authorities.	1.5	Temporary. Destroy when five years old. (Cut off file when two years old; screen selectively and place current policy papers in active file; retire to Center one year thereafter.)
3	CONVENIENCE FILE (Reading) Consists of extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically. (1958-1960)	.2 SECRET	Temporary. Destroy when one year old. (Cut off at end of each year; destroy one year thereafter.)

Approved For Release 2005/11/21 : CIA-RDP78B00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP70-0087A000100230003-5		
4	CONTRACT CONVENIENCE FILE (reading and reference) Consists of extra copies of contracts executed by CPD filed chronologically by month for convenience of reference.	.20	Temporary. Destroy when 1 year old. Cut off at end of each year; destroy one year thereafter.
5	DIVISION INTERNAL ADMINISTRATION FILE Consists of CPD Memorandums, printing services request, requests for equipment, space, etc. and papers created in the administration of the Division. Soft files on Division Personnel Consists of copies of personnel documents which reflect the assignment, transfer and promotion of Division employees; T & A Records and other information used in administering the activities of Division personnel. Filed alphabetically by surname.	.5 .2	Temporary. Cut off at end of one year; destroy one year thereafter. Temporary. Destroy 6 months after transfer or separation of employee.
6	PERSONAL SERVICES FOLDER FILE Consists of case files containing papers documenting the assignments of detailed military personnel and the personal services of an employee on a contract basis. a. Detailed Military Personnel Folders. Files contain copies of the Letters of Authorization, Amendments, the Military Detail Information Check List, etc. Filed alphabetically. (Current)	4.0	Temporary. (File folders alphabetically by name in inactive file upon completion of assignment. Cut off inactive file at end of each year; destroy 1 year thereafter.)

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP487A000100230003-5 SECRET		
6	<p>PERSONAL SERVICES FOLDER FILE (Con't)</p> <p>b. Contract Personnel Folders. Files contain copies of the contract, amendments, and other supporting papers. Filed alphabetically. (Current)</p> <p>c. Career Agent Files. Consists of biographic information, letters of agreements, amendments, etc., documenting career agent services. Filed alphabetically. (Current)</p>	<p>24.0</p> <p>.5</p>	<p>Temporary.</p> <ol style="list-style-type: none"> 1. Cut off inactive file at end of year and transfer to Records Center 3 years thereafter. 2. Destroy at the Records Center 75 years after birth of employee or 60 years after date of earliest document in the folder if date of birth cannot be ascertained, provided employee has been separated or retired for at least 5 years; or destroy 5 years after death of employee, whichever is sooner. (Item 378 RCS 40-57) <p>Temporary. Cut off inactive file at end of year and transfer to Records Center 3 years thereafter. Retention at Center will be the same as specified for Item 6b above.</p>
7	<p>CONTRACT CONTROL FILE</p> <p>Consists of copies of Form 334, Contract Control, used to record contract data and to notify area divisions of contract expirations. Form contains information on original contract date, amendments, names and status of individual, compensation, etc. Arranged organizationally and alphabetically by project and name thereunder. (1957-1960)</p>	4.5	<p>Temporary. Destroy when 3 years old. (Place in inactive file upon expiration of contract; cut off inactive file at end of each year and destroy 3 years thereafter.)</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
8	<p>Approved For Release 2005/11/21 : CIA-RDP78A00487A000100230003-5</p> <p>DOCUMENTATION CARD LOG</p> <p>Consists of 5" x 8" cards maintained on contract personnel, staff agents, career agents, and detailed military personnel, and a 3" x 5" cross reference. The 5" x 8" cards are used to record the receipt and dispatch of correspondence and documentation on the above types of personnel.</p> <p>a. 5" x 8" cards containing employee pseudonym, area division to which assigned, and a code number used as a cross reference. These cards are used to record the receipt and dispatch of documentation on contract personnel, staff agents, detailed military personnel, and are filed alphabetically. (1954-1960)</p> <p>b. 3" x 5" cross reference maintained in two sets; one set arranged numerically by code number; and one set arranged alphabetically by name.</p>	<p>SECRET</p> <p>4.2</p> <p>.6</p>	<p>Temporary. Place in inactive file upon termination of services. (Cut off inactive file at end of each year; destroy 5 years thereafter.)</p> <p>Temporary. Destroy upon destruction of related 5" x 8" card log.</p>
9	<p>COVER AGREEMENTS FILE</p> <p>Consists of retained copies of various types of agreements between the Agency and individual companies, commercial firms, etc. File also contains information on plans for the internal processing and integration of individuals into the organizations; the organization and function of the companies, firms, etc.; and serves as the documentation for certain projects and participants in the projects. Filed alphabetically by project. (Current)</p>	1.0	<p>Temporary. Destroy when 10 years old. (Place in file of completed projects upon termination of project; cut off completed project file at end of 3 years and transfer to Records Center.) (Item 381 RCS 40-57)</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78T0487A000100230003-5	SECRET	
10	ADMINISTRATIVE PLANS FILE Consists of case files containing copies of internal administrative documents authorizing deviations from normal Agency rules, regulations, and policy pertaining to approved Agency projects. These plans are maintained for reference purposes. Record copies are retained by the Commercial Staff. Filed by project title. (Current)	2.0	Temporary. Destroy 1 year after close of project.
11	COURIER RECEIPT FILE Consists of the Branch copy of Form 240, Courier's Classified Mail Receipt, which was signed by the courier at the time the material was picked up for delivery to addressee. Filed chronologically. (1960)	.1	Temporary. Destroy when 3 months old.
X1 X1	OFFICIAL [] FOLDER FILES Consists of two files maintained on staff agents. Files contain papers which completely document the service of an employee [] and are maintained separately for security reasons. a. Folder File. Consists of request for appointment of individual as staff agent, Form 1152a, and 1150. Folders contain a code number cross referenced to the Confidential Jacket File and are filed alphabetically by pseudonym. (Current)	4.0	Temporary. Upon termination of employees services [] 1. Sterilize documents in folder. 2. Forward to Records and Services Division for incorporation in the Official Personnel Folder.

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ITEM NO.		FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
K1		Approved For Release 2005/11/21 : CIA-RDP48A000100230003-5		SECRET
K1	12	OFFICIAL [REDACTED] FOLDER FILES (Con't)	.0	Temporary. Upon termination of employee's service [REDACTED] forward to Records and Services Division for incorporation in the Official Personnel Folder.
K1	13	STAFF [REDACTED] CARD FILE	.2	Temporary. Destroy 1 year after termination [REDACTED]
X1	14	[REDACTED] PROCEDURE FILE	.2	Temporary. Destroy when no longer needed for reference purposes. [REDACTED]

	ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
X1	15	Approved For Release 2005/11/21 : CIA-RDP7A000100230003-5 [REDACTED] SUPPLEMENTS (SAMPLES)	.1	Temporary. Destroy when 1 year old.
X1	16	Consists of copies (in addition to those in the individual [REDACTED] of various types of supplements to personnel actions. Maintained for reference and guides in the preparation of similar supplements. Filed by types. Filed alphabetically by pseudonym. (1958-1960)	.1	Temporary. Destroy when 6 months old.
X1	17	PAYROLL CHANGE FILE Consists of copies (in addition to those maintained in the appropriate [REDACTED] Folder) of SF 1126, Payroll Change Slip. File is maintained for reference to payroll changes effected by periodic step increases. Arranged organizationally and chronologically thereunder. (1960)	.1	Temporary. Destroy when 6 months old.
X1	18	REQUEST FOR PERSONNEL ACTION FILE Consists of copies (in addition to those in the appropriate [REDACTED] of Request for Personnel Action, 1150a, maintained for convenience of reference. Filed chronologically. (1958-1960)	2.0	Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter.)
X1	18	ALLOWANCES WORKING FILE - [REDACTED] Allowance) Consists of correspondence, reports and other papers pertaining to the computation of equalization allowances, processing of allowance claims, educational claims, etc. Filed alphabetically by subject. (1959-1960)	2.0	Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter.)

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78A00487A000100230003-5		
19	POST ALLOWANCE CLASSIFICATION FILE Consists of 5" x 8" cards containing information on allowances authorized for use at posts where formalized allowances have not been established. Cards contain country name, location of post, the classification for each type of allowance, and are used as guides when processing claims for these allowances. Filed alphabetically by post name. (Current)	.1	Temporary. Destroy when superseded or obsolete.
20	EQUALIZATION ALLOWANCE FILE Consists of 5" x 8" cards maintained on employees who have been given equalization allowances in lieu of regular post allowances. Cards contain post, type of allowance granted, family status, etc., and serves as a reference to those employees granted equalization allowances. Arranged alphabetically by country and post and by employee name thereunder. (1957-1960)	.4	Temporary. Destroy 1 year after termination of equalization allowances.
21	SEPARATION AND SPECIAL ALLOWANCE FILE Consists of cases maintained on employees who have been given separation or special allowances. Cases contain requests for and Authorization for Separation Allowance, and other related correspondence. Filed alphabetically by name. (1958-1960)	.3	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP2005B0487A000100230003-5		
22		.2	Temporary. Destroy 1 year after expiration of agreement.
23	SEPARATION REPORT FILE Consists of Form 971, Report of Separation prepared on true separation [redacted] Filed alphabetically by name.	.1	Temporary. Destroy when 1 year old.
24		.2	Temporary. Destroy at end of 10 years. Cut off at end of each year, place in inactive file; retire to Records Center 2 years thereafter.
	a. Policy, background and procedures files and papers maintained by the Secretary of the Panel. Filed chronologically by meeting. b. SS - Personnel Soft Files maintained on employees in [redacted] contains board actions, recommendations, etc. concerning the employee. Maintained in pseudonym; filed alphabetically by grade. (Current)	2.0	Temporary. Upon change [redacted] Status or separation from the Agency, sterilize file and return to appropriate Career Board for disposition.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
25	<p>Approved For Release 2005/11/21 : CIA-RDP78A000100230003-5</p> <p>SECRET</p> <p>STATISTICAL REPORTS FILES</p> <p>Consists of manually maintained records of [redacted]</p> <p>[redacted] Notification of Personnel Action, Form 1152a, and maintained as a basis for preparation of monthly statistical reports and special reports as required.</p>	.5	Temporary. Destroy at end of five years.
26	<p>REFERENCE PUBLICATIONS FILE</p> <p>Consists of published material such as regulations, notices, salary tables, travel regulations, public laws, Department of State publications, etc., maintained for reference purposes.</p>	15.0	Temporary. Destroy when no longer needed for reference purposes.

Approved For Release 2005/11/21 : CIA-RDP78A000100230003-5

27 July 1967

MEMORANDUM FOR: Chief, Records Administration Branch/SSS-DD/S
THROUGH : Chief, Benefits & Services Division/OP
SUBJECT : Corrected Pages 1 and 3, Records Control
Schedule 40-64 for OP/BSD/BCB
RESCINDS : Pages 1 and 3, Records Control Schedule 40-64
for OP/BSD/BCB

1. Attached herewith are revised pages 1 and 3 to Records Control Schedule 40-64 for OP/BSD/Benefits & Counseling Branch.
2. These pages were retyped in order to correct the disposition instructions for items 2a and 4b only. With regard to item 2a, the determination that death case files become permanent was made by your office. Item 4b will now allow work sheets on GS-12 and above to be retired to the Records Center after two years instead of the present five.
3. It is requested that these pages be substituted for those presently a part of the schedule in order that material presently being held in the immediate work area may be forwarded to the Records Center.



RAO/OP

25X

Attachment:

Revised pages 1 and 3
to RCS 40-64 for OP/BSD/BCB

APPROVED

CIA Records Administration Officer

Date

25X

SECRET

10 August 1964

MEMORANDUM FOR: CIA Records Administration Officer
THROUGH : Chief, Personnel Operations Division/OP
SUBJECT : Records Control Schedule 40-64 for OP/POD,
Clerical Assignment Branch
RESCINDS : Records Control Schedule 40-60, pages 103-108

1. Attached hereto is Records Control Schedule 40-64 for OP/POD, Clerical Assignment Branch. Items have been updated and modifications made where necessary.
2. It is requested that this schedule be substituted for the one presently in effect as soon as possible.

25X

[Redacted]
RAO/OP

Attachment:
RCS 40-64, OP/POD,
Clerical Assignment Branch

Distribution:
Orig & 1 - Addressee

SECRET

SECRET

29 August 1963

MEMORANDUM FOR: CIA RECORDS ADMINISTRATION OFFICER
SUBJECT : Amendment to Records Control Schedule 40-60,
 Benefits & Services Division, Suggestion
 Awards Unit
RESCINDS : RCS 40-60, page 41 dtd 27 Feb 1961

1. Attached hereto is an amendment to Records Control Schedule 40-60 for Benefits & Services Division, Suggestion Awards Unit. The schedule for this office was transferred to the Office of Personnel per memorandum dated 17 August 1961.

2. In the near future the entire schedule for this office will be reviewed for accuracy. However, in the meantime it has been requested that an amendment be made to change the disposition instructions for Item 3b in order that approved employee suggestion case files can be retired to the Records Center.

3. Since such cases are presently being prepared for retirement, it is requested that this amendment be approved at the earliest possible date.

[Redacted]
RAO/OP

25X

Attachment:
Amendment to RCS 40-60

X1

APPROVED:

[Redacted]
for [Redacted]
CIA Records Administration Officer

30 August 1963.
Date

X1

In discussing this with [Redacted] I mentioned that the present retention period for approved cases should be changed to temporary and a realistic retention period established. She was in agreement with this, but said she will review the entire Suggestion Awards Unit Schedule, after she completes a review of Military Personnel Division and Salary and Wage Division [Redacted]

25X

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RECORDS CONTROL SCHEDULE			SCHEDULE NO. RDP78-00487A000100230003-5	40-60
OFFICE, DIVISION, BRANCH Personnel, Records and Services Division, Central Processing Branch			CONCURRENCE	25X
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS	
1.	BRANCH SUBJECT FILE Consists of correspondence, reports, and other papers accumulated in the general administration of the activities of the Branch. Filed by subject. (1959-1960)	SECRET 2.0	Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter.)	
2.	TRAVEL CASE FILES Consists of case files pertaining to the travel of employees. These files are accumulated by the Branch in the process of assisting personnel performing official travel. Files include travel orders, shipping data, record of transportation furnished, foreign duty data, clearances, etc. Filed alphabetically by surname. (Current) a. Active cases. Contain PCS and TDY cases being actively processed.	3.0	Temporary. Destroy when four years old. Upon completion of each case forward PCS cases to Transactions and Records Branch for filing. Place TDY cases in TDY file.	
	b. Pending cases. Contains PCS and TDY cases on which the Branch has been alerted but on which actual processing has not begun and TDY cases which have been processed for travel and are being held pending return of the employee.	2.5	Temporary. Place in file with active cases when processing begins.	

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
3.	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5 PROCESSING CONTROL CARD FILES Consists of files maintained for control and follow-up purposes during the various stages of processing (Form 1220a, Documentation and Service Certification and 1220j Travel Processing Follow-up Records, etc.) (Current)	.5	Temporary. Destroy or place in employees Travel Case File upon completion of the travel as appropriate. SECRET
4.	POST REPORTS FILES Consists of reports, correspondence, brochures, etc., containing information on conditions at overseas posts or stations. Used in briefing employees, who are going overseas, on housing, clothing, health, transportation, and other conditions at the station. Consists of [redacted] [redacted] post reports, FOA reports, intelligence reports, travel folders, etc. Filed alphabetically by posts.	9.0	Temporary. Destroy when superseded or obsolete.
5.	TRAVEL ORDER FILE Consists of a copy of Form 540, Travel Order, maintained as a record of official travel. Filed by fiscal year and numerically thereunder. (1958-1960)	8.0	Temporary. Destroy when 2 years old. (Cut off at end of each fiscal year; destroy 1 year thereafter.)
6.	TRAVEL DOCUMENTS FILE Consists of special filing envelopes containing necessary travel documents which will be given to the employee upon departure. File includes passports, tickets, ID cards, and [redacted] travel orders. Filed alphabetically by surname. (Current)	2.5	Temporary. Issue to employee upon departure on official travel.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
7.	Approved For Release 2005/11/21 : CIA-RDP78A000100230003-5 SPACE RESERVATION FILE Consists of Form 1220b, Memorandum Securing Space for Sale to Passengers (4 x 6" railroad form), prepared as a record of reservations made for each individual. Filed alphabetically by surname. (1960)	.1	Temporary. Destroy when 3 months old.
8.	TRANSPORTATION REQUEST FILE Consists of SF-1169, United States of America Transportation Request, including request for Military personnel, maintained as a record of transportation requests used. Filed chronologically. (1955-1960)	.8	Temporary. Destroy when 4 years old. (Cut off at end of each year; destroy 3 years thereafter.)
9.	TRANSPORTATION FURNISHED FILE Consists of extra copies of Form 260, Record of Transportation Furnished containing information of type of transportation furnished, departure date, cost, ticket number, etc. This file is maintained only for convenience of reference. Filed chronologically. (1958-1960)	.6	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
10.	CHECK OUT REGISTER Consists of a book containing information on all employees who have departed for overseas assignments. Includes information on type of duty, grade, destination, and sponsoring Division or Office. Filed chronologically. (1960)	.1	Temporary. Destroy when 3 months old.
11.	CREDENTIAL FILES Consists of passports and ID cards turned in by employees upon completion of travel and maintained by the Branch for possible re-use.		

Approved For Release 2005/11/21 : CIA-RDP78A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78A000100230003-5		
	a. Passport File. Filed alphabetically by name.	8.0	Temporary. Screen annually and return expired passports, and those of separated employees to Department of State.
	b. ID Card File. Filed alphabetically by surname.	1.0	Temporary. Return to Department of Defense upon separation of employee.
12.	CREDENTIAL REQUEST FILES Consists of requests for passports, ID Cards, and Agency badges. a. Passport Request File. Filed by source of request and chronologically thereunder. (1959-1960)	.1	Temporary. Destroy when 1 year old.
	b. ID Card Request File. Filed chronologically. (1960)	.1	Temporary. Destroy when 1 year old.
	c. Agency Badge Request File. File alphabetically by name. (1958-1960)	.4	Temporary. Destroy when 1 year old.
13.	CREDENTIAL DISPOSAL FILES Consists of lists of Agency badges, passports, and ID cards returned to the originators for disposition. a. Agency Badge Disposal File. Contains lists of badges returned to the Security Office for disposition. Filed chronologically. (1958-1960)	.1	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy
	b. Passport Disposal File. Contains lists of passports returned to the Department of State for disposition. Filed chronologically. (1958-1960)	.6	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)

Approved For Release 2005/11/21 : CIA-RDP78A000100230003-5

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-A000100230003-5 c. ID Card Disposal File. Contains lists of ID cards returned to the [redacted] for disposition. Filed chronologically. (1958-1960)	.1	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
14.	DOMESTIC TRAVEL ACCOUNT FILE Consists of retained copies of Form 282, Accounting By Individual For Advance, Form 260, Record of Transportation, Form 606, Confidential Funds Posting Voucher, and related correspondence reflecting accountability for expenditures. This file contains information on funds advanced to personnel performing official domestic travel. Arranged chronologically. (1956-1960)	.5	Temporary. Destroy 4 years after audit and clearance.
15.	PROCESSING FILES ON NON-STAFF PERSONNEL a. Consists of background information pertaining to documentation and travel accumulated in the processing of assisting personnel performing official travel. Filed alphabetically. (Current) b. Contains Historical reference material consisting of policy decisions, interpretation of laws, tours of duty, cover development, etc. pertaining to activity of the Branch.	2.0	Temporary. Destroy when resignation or change in status of the employee.
16.	FINANCE OFFICER'S WORKING FILE Consists of policy, briefing information and schedules of personnel being assigned overseas; also forms and procedures used in fiscal processing of personnel.	.5	Permanent. Disposal not authorized; retain in immediate work area as long as reference value. When no longer required by CPB/RSD, the material will be screened selectively and retired to Center for inclusion in the Historical Holding Area.
			Temporary. Destroy when obsolete or superseded.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
17.	<p style="text-align: center;">Approved For Release 2005/11/21 : CIA-RDP78A000100230003-5</p> <p style="text-align: right;">REF ID: A650487A000100230003-5 SECRET</p> REFERENCE PUBLICATIONS FILE		<p>Temporary. Destroy when no longer needed for reference purposes.</p>
18.	LIBRARY METERIAL	15.1	<p>Temporary. Return to Library when no longer needed for reference purposes.</p>
	<p>Consists of bound library books, dictionaries, guides, manuals, etc., maintained for reference purposes.</p>	5.5	

Approved For Release 2005/11/21 : CIA-RDP78A000100230003-5

SECRET

RD

3 September 1964

MEMORANDUM FOR: CIA Records Administration Officer

THROUGH : Chief, Benefits & Services Division/OP
SUBJECT : Revised Schedule 40-64 for OP/BSD, Insurance Branch
RESCINDS : Records Control Schedule 40-60, pages 34-40

1. Attached hereto is Records Control Schedule 40-64 for OP/BSD, Insurance Branch. Items have been updated and modifications made where necessary. In most instances, however, disposition instructions remain unchanged.

2. It is requested that this schedule be substituted for the one presently in effect.

25X

[Redacted]
RAO/OP

Attachment:

RCS 40-64 for
OP/BSD/IB

Distribution:

Orig & 1 - Addressee

25X

APPRO

15 Oct 1964
Date

CIA Records Administration Officer

cc: Record Center
15 Oct 64

R.L

SECRET

RECORDS CONTROL FORM		Release 2005/11/24 CIA-RDP78-A00100230003-5	
		SECRET	
OFFICE, DIVISION, BRANCH		SCHEDULE NO. 4004	
Office of Personnel, Benefits & Services Division/Insurance Branch		CONCURRENCE S	
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	BRANCH SUBJECT FILES a. Consists of master contracts and related material, correspondence, and reports accumulated in the administration of a wide range of Agency-sponsored insurance programs. (1948 -) b. Consists of budgetary estimates, dispatch chrono files, requests for administrative services and other matters of a routine nature. (1961 -)	5.3 3.0	Temporary. Screen periodically. Destroy material no longer needed. Retain remainder in current files area. Temporary. Cut off annually. Hold two years and destroy.
2.	GEHA FILE Consists of official minutes, agenda, reports and similar material related to meetings of the Board of Directors for the Government Employees Health Association, Inc. This file also contains the Charter and By-Laws. Filed chronologically. (1952 -)	1.5	Permanent. Screen periodically and destroy valueless papers. Retain remainder in immediate work area.
3.	DEATH BENEFITS AND CLAIMS FILE Consists of acknowledgements of payment as result of claims for deceased employees. Filed chronologically.	.1	Temporary. Disposal not authorized. Hold in immediate work area.
4.	INSURANCE PROGRAM - MASTER FILE Consists of original applications, enrollment cards, and copies of certificates of insurance prepared for employees who are members of any of the insurance programs in which the	251.5 <i>Revised 10 Aug 1967</i> <i>Approved 20 Oct 67 R.D.</i>	Temporary. Retain in immediate work area as long as any phase of insurance is in effect. Upon termination of employee or cancellation of any type of insurance, place in inactive

SECRET
Excluded from automatic
downgrading and
declassification

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4.	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5</p> <p>INSURANCE PROGRAM - MASTER FILE</p> <p>a. Consists of original application, enrollment cards, and copies of certificates of insurance prepared for employees who are members of any of the insurance programs in which the Agency participates. Copies of SF 2809, Health Benefits Registration Form are in the official personnel folders. Filed alphabetically by name of policyholder.</p> <p>b. Also included in master file is correspondence incident to insurance claims, records of settlement, and other material documenting the activity of the policyholder. Filed alpha.</p> <p>See Disposal Authority House Report 730 90th Cong 1st Session 4 Oct 1967. In open background files.</p> <p>26 Oct 1967</p>	337.0	<p>Temporary. Destroy five years after separation of employee from Agency. (Place in inactive file after separation of employee from Agency. Hold in immediate work area until completion of audit of current calendar year. Then transfer to Records Center, hold four years and destroy.)</p> <p>Temporary. Destroy five years after settlement of claim. (After settlement of claim, hold in immediate work area until the end of the following calendar year. Then transfer to Records Center, hold four years and destroy.)</p>

APPROVED

CIA Records Administration Center

26 Oct 1967
Date

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5 Agency participates. Files contain correspondence incident to insurance claims, records of settlement, etc. which document the activity of the policyholder. Filed alphabetically by name of policyholder.		File cut off inactive file at end of each year. Upon completion of audit, transfer to Records Center. Destroy 5 years after termination of employee or cancellation of all types of insurance.
5.	AIR FLIGHT FILE Consists of the Aviation Ticket Accident policies issued by the Mutual Benefit Health and Accident Association for employee coverage during air flight. Filed numerically by policy number. (1963 -)	1.5	Temporary. Cut off at end of each year. Upon completion of audit, transfer to Records Center. Destroy when five years old.
6.	INSURANCE POLICY NUMBER REGISTERS Consists of individual registers used to assign policy numbers to participating members of the various insurance programs. Registers contain name of employee, number assigned, effective date, and amount of premium. Registers are used in dealing with underwriters.	2.2	Permanent. Retain in immediate work area.
7.	PREMIUM COLLECTION AND DISBURSEMENT FILES Consists of vouchers and other supporting papers prepared to reflect a complete accounting of all funds collected and disbursed by Branch. Types of vouchers include those prepared for daily cash collections from the cashier, machine listings reflecting total payroll deductions, payments to the underwriters and other miscellaneous expenditures. Filed chronologically. (1963 -)	6.0	Temporary. Cut off at end of each year. Transfer to Records Center upon completion of audit. Hold four years and destroy except machine listings, which will be destroyed when one year old.
8.	PREMIUM POSTING CARD FILE Consists of premium posting cards used to record all insurance premium payments received for Travel Matic, Flite Plan, Emergency Travel, and Income Replacement. Cards contain name, account no., type of plan, effective date of coverage, policy no., etc. Arranged by acct. no.	.3	Temporary. Upon cancellation of account, transfer to Item 4 above (Insurance Program - Master File).

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5			
9.	UNCOLLECTED FUNDS FILE CIA-RDP78-00487A000100230003-5 Consists of 3x5 cards prepared on employees whose checks were not acceptable by bank. Cards contain name of employee, date of check, amount, reason for non-payment, etc. Filed alphabetically by name. (Current)	.1	Temporary. Destroy card upon disposition of case.
10.	NAME CARD FILE CIA-RDP78-00487A000100230003-5 Consists of wheeldex cards which contain the name and account number for each person participating in one or more insurance programs. Filed alphabetically.	1.3	Temporary. Destroy when no longer needed for reference purposes.
11.	CLAIMS REIMBURSEMENT FILE CIA-RDP78-00487A000100230003-5 Consists of copies of letters returned from Mutual Benefit Health and Accident Association reflecting the reimbursement made by them on claims paid by the branch. These letters contain policy number, voucher number, and amount of reimbursement.	1.5	Temporary. Cut off end of each year. Destroy one year after audit.
12.	BANK STATEMENT FILE CIA-RDP78-00487A000100230003-5 Consists of bank statements and cancelled checks returned from the bank reflecting deposits and expenditure of funds. Cancelled checks represent receipt for payment of claims, premium payments to Underwriters, etc. Filed chrono. (1963 -)	6.5	Temporary. Cut off file at end of each year. Upon completion of audit and clearance, transfer to Records Center. Hold for four years and destroy.
13.	JOURNALS AND LEDGER FILES CIA-RDP78-00487A000100230003-5 Consists of journals, general ledger, and balance sheets maintained as accounting records for the receipt and disbursement of funds for the Insurance Program. General ledger contains debit and credit entries taken from Journal. Journals consist of daily entries of money disbursed on	2.1	Temporary. Cut off annually. Transfer to Records Center two years after audit and hold for eight years and destroy except for balance sheets which will be destroyed after annual audit.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
14.	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5 claims, all collections and expenditures such as daily cash collections, payments to underwriter, reimbursement from underwriter, refunds, adjustments, payroll deductions, etc. (1961 -)	.1	
15.	INSURANCE PREMIUM DEDUCTION NOTICE FILE Consists of retained copies of form letters authorizing payroll deductions for insurance premium payments. Original copies of these letters are forwarded to Office of Finance to have premiums deducted from salary of employee. The name and amount of deduction is included in a machine listing. Filed chronologically.	.1	Temporary. Destroy form letter upon verification that payroll deduction has been made.
16.	ISSUANCE RECORD - HOSPITALIZATION CARD Consists of record of issuance of hospitalization identification cards. Filed alphabetically by division. (1962 -)	1.5	Temporary. Destroy when two years old.
17.	IBM PAYMENT CARDS These cards are used for individuals presently on overseas assignment who do not have payroll deductions and forward payments by dispatch.	.3	Temporary. Forward to employee upon return to Headquarters.
18.	LOG BOOKS Maintained on receipt and dispatch of dispatches as well as checks and cash received by mail.	.5	Temporary. Destroy when one year old after audit and clearance.
	TRIAL BALANCE BOOKS Trial balance books are prepared and furnished on a monthly basis by ADPD. Each book contains a listing by account number of all active policy-holders (UELIC, WAEPA, Contract Life, PAMA and	5.4	Temporary. Cut off end of each year. When no longer needed for current reference, transfer to Records Center. Destroy when five years old.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
19.	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5</p> <p>Dental) and reflect the premium payments for the month as well as their current premium payment status. Books also reflect cancelled policies with refunds due. Totals are balanced against the accounts in the General Ledger.</p> <p>(1963 -)</p> <p>REFERENCE MATERIAL</p> <p>Consists of Agency regulatory issuances, Encyclopedia of Insurance, Medical Dictionary, listings of approved hospitals, machine listings and other material used for reference purposes.</p>	306.2	<p>Temporary. Destroy when revised, obsolete, or no longer needed.</p>
			SECRET

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

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R/C

13 JUL 1964

MEMORANDUM FOR: CIA Records Administration Officer

THROUGH : Chief, Benefits & Services Division/OP *7/14/64*

SUBJECT : Revised Schedule 40-64 for OP/BSD, Central Processing Branch

RESCINDS : Records Control Schedule 40-60, pages 45-50

1. Attached hereto is Records Control Schedule 40-64 for OP/BSD, Central Processing Branch. Items have been updated and modifications made where necessary. The considerable increase in the volume of Item 2, travel case files, is due to the fact that prior to the move to Headquarters Building these files were maintained with the Official Personnel Folder.

2. It is requested that this schedule be substituted for the one presently in effect.

25>



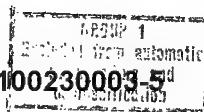
RAO/OP

Attachment:
RCS 40-64 for
OP/BSD/CPB

Distribution:
Orig & 1 - Addressee

cc: Rec Ch.

*Revised 4-68
by
Office of Benefits & Services
Processing Branch
of OP/BSD/CPB*

SECRET

RECORDED CONTROL SCHEDULE				SCHEDULE NO.	40-60
				187A000100230003-5	CONCURRENCE
OFFICE, DIVISION, BRANCH Personnel, Benefits and Service Division, Insurance Branch				SIGNATURE	25
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS		
1.	BRANCH SUBJECT FILE Consists of correspondence, reports, (activity and progress) and related papers pertaining to the Agency Insurance Program and the general administration of the activities of the Branch. Filed alphabetically by subject. (1958-1960)	SECRET 2.0	Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter except papers relating to establishing of programs with underwriters which will be retained indefinitely.)		
2.	INSURANCE CORRESPONDENCE FILES Consists of correspondence, reports, dispatches, and related papers pertaining to the administration of the insurance program. These files are a part of the Subject File maintained separately for convenience of reference. Filed alphabetically by subject. (1958-1960)	2.0	Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter.)		
3.	DEATH BENEFITS AND CLAIMS FILES Consists of copies of reports, certificates, and related correspondence accumulated by the Branch during the processing of claims for deceased employees. Types of material includes copies of the Death Claims Certificates, Proof of Death Certificate, beneficiaries acknowledgement of payment, etc. Filed chronologically. (1958-1960)	.1	Temporary. Upon final processing of the claims forward all material on each case to the Benefits and Counseling Branch to be incorporated in the appropriate case file.		

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Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4.	Approved For Release 2005/11/21 : CIA-RDP78-U0487A000100230003-5 INSURANCE PROGRAM - MASTER FILE Consists of the original applications, enrollment cards, and copies of certificates of insurance prepared for employees who are members of any of the insurance programs in which the Agency participates. The files contain correspondence incident to insurance claims, records of settlements etc. which document the activity of the policy holder. Filed alphabetically by name of policy holder. (Current)	136.0 SECRET	Temporary. Destroy 5 years after cancellation of Agency sponsored insurance or termination of employee. Maintain in immediate work area as long as any phase of the insurance program is in effect; upon termination of an employee or cancellation of all types of insurance place in inactive file, (Cut-off inactive file at end of each year; transfer to Records Center upon completion of audit.) (Item 415 and 418a RCS 40-57)
5.	AIR FLIGHT FILE Consists of the Aviation Ticket Accident policies issued by the Mutual Benefit Health and Accident Association for employee coverage during airflight. Filed numerically by policy number. (1955-1960)	1.6	Temporary. Destroy when 5 years old. Cut off at end of each year; transfer to Records Center upon completion of audit. (Item 415f RCS 40-57)
6.	INSURANCE POLICY NUMBER REGISTERS Consists of individual registers used to assign policy numbers to participating members of the various insurance programs. Registers contain name of employee, member assigned, effective date, amount of premium and are used in dealing with underwriters. (1953-1960)	1.0	Permanent. Disposal not authorized by this schedule. Retain in current files area indefinitely. (Item 416, RCS 40-57)
7.	PREMIUM COLLECTION AND DISBURSEMENT FILES Consists of vouchers and other supporting papers prepared to reflect a complete accounting of all funds collected and disbursed by the Branch. Types of vouchers include those prepared for daily cash collections from the cashier, machine listings reflecting payroll deductions, payments to the underwriters and other miscellaneous expenditures.		 SECRET

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : SECURE RDP78-00487A000100230003-5		
5.	Agency participates. Files contain correspondence incident to insurance claims, records of settlement, etc. which document the activity of the policyholder. Filed alphabetically by name of policyholder.	1.5	Temporary. Upon completion of audit, transfer to Records Center and hold for five years; then destroy.
5.	AIR FLIGHT FILE Consists of the Aviation Ticket Accident policies issued by the Mutual Benefit Health and Accident Association for employee coverage during air flight. Filed numerically by policy number. (1963 -)	1.5	Temporary. Upon completion of audit, transfer to Records Center and hold for five years; then destroy.
6.	INSURANCE POLICY NUMBER REGISTERS Consists of individual registers used to assign policy numbers to participating members of the various insurance programs. Registers contain name of employee, number assigned, effective date, and amount of premium. Registers are used in dealing with underwriters.	2.2	Permanent. Retain in immediate work area.
7.	PREMIUM COLLECTION AND DISBURSEMENT FILES Consists of vouchers and other supporting papers prepared to reflect a complete accounting of all funds collected and disbursed by Branch. Types of vouchers include those prepared for daily cash collections from the cashier, machine listings reflecting total payroll deductions, payments to the underwriters and other miscellaneous expenditures. Filed chronologically. (1963 -)	6.0	Temporary. Cut off at end of each year. Transfer to Records Center upon completion of audit. Hold four years and destroy (except machine listings which will be destroyed when one year old.)
8.	PREMIUM POSTING CARD FILE Consists of premium posting cards used to record all insurance premium payments received for Travel Matic, Flite Plan, Emergency Travel, and Income Replacement. Cards contain name, account no., type of plan, effective date of coverage, policy no., and amount paid. Arranged by asset number.	.3	Temporary. Upon cancellation of account, transfer card to Item 4 above (Insurance Program - Master File).

ITEM NO.	FILES IDENTIFICATION	DISPOSITION INSTRUCTIONS
	<p style="text-align: center;">Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5</p> <p>a. Daily Cash Record Files. Consists of bank deposit slips, accounting machine tapes. This file serves as a record of all money collected by the Cashiers Office and is used to balance the account on a daily basis. Filed chronologically. 1960</p> <p>b. Machine Listings. Consists of machine listings containing the names of those employees making insurance premium payments by payroll deductions. Listings are used to post premiums to the NCR cards. Filed chronologically. (1959-1960)</p> <p>c. Payments to the Underwriter & Miscellaneous expenditures. Consists of copies of listings, Group Billing Controls and covering memorandums which accompanied checks sent to the Underwriters as payments for the various types of insurance and vouchers reflecting miscellaneous expenditures such as purchase of stamps, etc. Listings and Billings contain policy or contract number, amount being paid for each new and cancelled policy for the month, etc. Filed chronologically. (1960)</p>	<p style="text-align: center;">SECRET</p> <p>2.0</p> <p>Temporary. Destroy 4 years after audit and clearance. (Cut off at end of each year; transfer to Record Center upon completion of audit.) (Item 417, RCS 40-57)</p> <p>1.3</p> <p>Temporary. Destroy when 1 year old.</p> <p>8.0</p> <p>Temporary. Destroy 4 years after audit and clearance. (Cut off file at end of each year; transfer to Records Center upon completion of audit.) (Item 421 RCS 40-57)</p>
8.	<p>PREMIUM POSTING CARD FILES</p> <p>NCR Posting Cards. Consists of premium posting cards used to record all insurance premium payments received. These cards replace all previous posting cards and contain information such as name, address, type of plan, beneficiary, etc. Posting to these cards is done by use of the National Cash Register Accounting Machine for vouchered accounts and by hand for unvouchered accounts. Arranged by account number. (Current)</p>	<p>7.2</p> <p>Temporary. Destroy at end of 5 years. (Place in inactive file upon cancellation of account and retire to Records Center upon completion of audit.) (Item 418b, RCS 40-57)</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
9.	Approved For Release 2005/11/21 : CIA-RDP78-60487A000100230003-5 <u>UNCOLLECTED FUNDS FILE</u> Consists of 3"x5" cards prepared on employees whose checks were not acceptable by the bank. Cards contain name of employee, date of check, amount, reason for non-payment and disposition of case. Filed alphabetically by name. (1960)	.1	Temporary. Destroy each card upon final disposition of case.
10.	NAME CARD FILE Consists of 3"x5" cards which contain the name and account number for each person participating in 1 or more of the insurance programs. Cards are used as a cross reference to the Premium Posting Cards. Filed alphabetically by name. (Current)	2.4	Temporary. Destroy upon cancellation or termination of account and retirement of related posting card.
11.	CLAIMS REIMBURSEMENT FILE Consists of copies of letters returned from Mutual Benefit Health and Accident Association reflecting the reimbursement made by them on claims paid by the Branch. These letters contain the policy number, voucher #, amount of reimbursement, patients name and the date of illness. Filed chronologically. (1960)	1.0	Temporary. Destroy 1 year after completion of audit.
12.	BANK STATEMENT FILE Consists of bank statements and cancelled checks returned from the bank reflecting deposits and expenditure of funds. The bank statements show deposits, checks drawn on the account and the current balance. Cancelled checks represent receipts for payment of claims, premium payments to the Underwriters, etc. Filed chronologically. (1960)	2.0	Temporary. Destroy 4 years after audit and clearance. (Cut off file at end of each year; transfer to Records Center upon completion of audit.)

SECRET

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
13.	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5</p> <p>JOURNALS AND LEDGER FILES</p> <p>Consists of two journals, general ledgers and balance sheets maintained as accounting records for the receipt and disbursement of funds for the Insurance Program.</p> <p>a. General Ledgers. Consists of debit and credit entries taken from the total in Journal on a monthly basis. (1958-1960)</p> <p>b. Balance Sheets. Prepared to balance cash receipts and expenditures on a monthly basis as a worksheet for the annual balancing of the general ledger. (1960)</p> <p>c. Miscellaneous Journal. Consists of daily entries of all collections and expenditures such as daily cash collections, payments to the underwriter, reimbursement from the underwriter, refunds, adjustments, payroll deductions, etc. (1960)</p> <p>d. Claims Journal. Consists of daily entries of all money disbursed by the Insurance Branch on claims for Hospitalization, Specified Disease, Income Replacement, and Travel Plans. (1958-1960)</p>	<p>SECRET</p> <p>1.2</p> <p>.1</p> <p>2.0</p> <p>2.0</p>	<p>Temporary. Destroy when 10 years old. (Begin new ledgers each year; transfer to Records Center 2 years after audit.)</p> <p>Temporary. Destroy each year's accumulation 3 months after balancing the general ledger.</p> <p>Temporary. Destroy when 10 years old. (Begin new ledgers each year; transfer to Records Center 2 years after audit.) (Item 428c, RCS 40-57).</p> <p>Temporary. Destroy when 10 years old. (Begin new ledgers each year; transfer to Records Center 2 years after audit.) (Item 428d, RCS 40-57).</p>
14.	<p>INSURANCE PREMIUM DEDUCTION NOTICE FILE</p> <p>Consists of retained copies of form letters authorizing payroll deductions for insurance premium payments. Original copies of these letters are forwarded to the Office of the Comptroller to have the names included in a machine listing. Filed chronologically. (1959)</p>	.1	<p>Temporary. Destroy upon verification of revised listing.</p>

SECRET

Approved For Release 2005/11/21 : CIA RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
15.	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5 DELINQUENT PREMIUM NOTICE FILE Consists of copies of transmittal letters sent to Adm. Officers of Agency components, with notification to employee of their delinquency in paying insurance premiums. These letters are signed by the respective Adm. Officers and returned to the Insurance Branch. Filed chronologically. (1959-1960)	.4 SECRET	Temporary. Destroy when 1 year old.
16.	MACHINE LISTINGS Consists of 2 separate machine listings containing rosters of personnel on un-voucherized funds. One listing contains employee name and banking facilities used. The other serves as an index and contains employee name and payroll number. Listings are used for making deposits to the employee's account. (Current)	.5	Temporary. Destroy upon receipt of current listing.
17.	CORRESPONDENCE AND MAIL LOG Consists of a loose-leaf binder containing a record of the receipt and dispatch of mail received by the Branch. Separate logs are maintained for incoming and outgoing material. Arranged organizationally and chronologically. (1959-1960)	.2	Temporary. Destroy when 1 year old.

SECRET

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
18.	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5 TRIAL BALANCE BOOKS (HOSPITALIZATION, UBLIC, WAEPA)	SECRET 1.0	<p>Temporary. Destroy when 5 years old; (Cut off file at end of each year; transfer to Records Center when no longer needed for frequent reference).</p> <p>Note: This disposition instruction revised 2/28/63.</p> <p style="text-align: right;">3/1/63 Date</p>
19.	Trial balance books are prepared and furnished on a monthly basis by ADPD. Each book contains a listing by account number of all active policy-holders (Hosp., UBLIC, WAEPA) and reflects the premium payments for the month as well as their current premium payment status. These books also reflect the cancelled policies with refunds due. Totals are balanced against the accounts in the General ledger. (Note: These listings record payments which will be used in lieu of individual NCR posting cards once the new system is fully operative; at which time the file on NCR Premium Posting cards (item # this branch can be deleted from the Records Control Schedule) (Current)	1.0	
20.	DISPATCH CHRONO FILE Contains copies of all dispatched prepared by Insurance Branch in administration of the Insurance Program.	1.0	Temporary. Destroy when 1 year old; cut off file at end of year; destroy one year thereafter.
20.	REFERENCE PUBLICATIONS FILE Consists of published material such as regulations, notices, handbooks, circulars, etc., maintained for reference purposes.	1.0	Temporary. Destroy when no longer needed for reference purposes.
SECRET			Insurance Branch/BSD/OP (RCS 40-60)

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
18.	TRIAL BALANCE BOOKS (HOSPITALIZATION, UBLIC, WAEPA)	SECRET	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5</p> <p>Trial balance books are prepared and furnished on a monthly basis by Machine Records Division. Each book contains a listing by account number of all active policyholders (Hosp., UBLIC, WAEPA) and reflects the premium payments for the month as well as their current premium payment status. These books also reflect the cancelled policies with refunds due. Totals are balanced against the accounts in General ledger.</p> <p>(Current)</p>
19.	DISPATCH CHRONO FILE	1.0	<p>Contains copies of all dispatches prepared by Insurance Branch in Admin. of the Insurance Program.</p>
20.	REFERENCE PUBLICATIONS FILE	1.0	<p>Consists of published material such as regulations, notices, handbooks, circulars, etc., maintained for reference purposes.</p> <p><i>Revised 3/1/62 RJ</i></p>

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Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
3.	CARD CONTROL FILE Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5	RDP78-00487A000100230003-5	
	a. These 3x5 cards are maintained on all individuals who have applied for Agency employment. Card is used for control purposes and charge-outs during active processing and denotes pertinent information such as any security disapproval, special interest, and other information of importance regarding the applicant, including date file sent to RID if applicable or job and box number if file forwarded to Records Center. Also in this file are cards maintained on individuals whose applications for Agency employment would be of interest to the CIA Watch Officer.	9.6 ✓	Temporary. Cards will be held two years and destroyed on those files forwarded to RID. All other cards will be destroyed and information retained by list of names when applicant folder is destroyed EXCEPT for the following which will be retained in immediate work area: a. Special Interest b. Security/Medical reject c. Panel case d. Watch Officer interest
	b. This 5x8 card, Form 835, Applicant Processing Record, contains information on applicants such as name, dates of actions and appointments, clearances, and other pertinent information and remarks regarding the individual. (1967 -)	1.0 ✓	Temporary. Place in inactive file upon cancellation or completion of processing. Hold one year and destroy.
	c. This card file is similar to "b" above except it is maintained on career trainees in process only. (1964 -)	1.5 ✓	Temporary. Place in inactive file upon cancellation and hold for three years; then destroy. (Cards are destroyed on individuals who enter on duty.)
	d. SF-7B (formerly OF4b) file contains pertinent information on all career trainees - past and present.	.3 ✓	Temporary. Retain in immediate work area until no longer needed; then destroy.
	e. Form 2644, Invitee Schedule, denotes schedule for all invitees. Includes name of invitee, date, place, and time of appointments as well as remarks.	.2 ✓	Temporary. Hold current month and destroy.
	f. Form 2715, Skills Bank Control, is a 5x8 card used to control location of official applicant file. Contains name of applicant as well as name of office and reviewer, whether or not there is interest, dates reviewed, and remarks. This file contains only cards on those whose files are presently being reviewed.	.1 ✓	Temporary. Upon completion of follow-up interview card is pulled from file and destroyed.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5		
4.	<p>g. Form 2687, New Applicant File Acquisition card, is a 3x5 card from which the Skills Bank Acquisition Lists are compiled. Card contains name, age, marital status, particular skills, asking salary, and other information useful to personnel officers in selecting potential candidates for positions.</p> <p>(1966 -)</p> <p>h. This 3x5 card file is used to control what applicant letters and files have not been replied to. Filed chronologically by alphabet.</p>	.8	Temporary. Destroy when two years old
4.	FLEXOWRITER TAPES	.1	Temporary. Cut off annually. Hold one year and destroy.
5.	<p>Consists of flexowriter tapes used in preparing routine letters. Arranged numerically by code assigned to each letter.</p> <p>(Current)</p>	.5	Temporary. Destroy when superseded or obsolete.
5.	OFFICIAL PERSONNEL FOLDERS	.5	Temporary. Return to OP/File Room when no longer needed.
6.	OFFICIAL APPLICANT FOLDERS	125.0	<p>Consists of official applicant folders on all individuals who have applied for Agency employment. Folder includes various items of information such as correspondence and resumes, application for employment, report of interview, personal history statement, and request for security clearance. Categories are as follows:</p> <p>a. Files on all applicants on whom Security has been initiated except Special Interest cases. These include not only routine applicants but security disapprovals.</p>
			Temporary. Material in official applicant file becomes part of the official personnel folder should individual enter on duty. Cancelled applicant file will be retained as outlined below. Should file be recalled because of re-contact, it will be done so on a permanent basis. (GRS 1, #15)
			Files that have been inactive for at least six months will be retired to Agency Records Center and held for an additional eighteen months. At the end of this time, files will be destroyed.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5</p> <p>b. Files on limited "Special Interest" applicants on whom Security has been initiated.</p> <p>c. Applicants who apply for Agency employment who are of "Extra Special Interest" and require special handling because of the source of application.</p> <p>d. Files on all applicants on whom Security has not been initiated. These include not only routine applicants but those of limited "Special Interest."</p> <p>e. Consists of resume files on individuals to whom forms have been sent and acknowledgments have not been received. Held by month and alphabetically thereunder.</p>	✓	<p>Files that have been inactive for at least six months will be retired to Agency Records Center and held for an additional thirty months. At the end of this time, files will be destroyed.</p> <p>Retain in immediate work area. When file has been inactive for three years it will be reviewed by Chief, Placement Division for possible destruction. If it is deemed necessary to retain for a longer period, it will be done so in immediate work area until such time as it is no longer needed; then it will be destroyed.</p> <p>File will be forwarded to RID two months after becoming inactive.</p> <p>If after two months no acknowledgment is received, file is transferred to "a" or "d" above according to whether or not there is sufficient information to identify the individual.</p>
7.	INFORMATION FILE	✓	Temporary. Destroy when three months old.
8.	<p>Consists of alphabetical file on individuals requesting ^{employment} information on the Agency for school projects and other reasons. (1968)</p> <p>BRIEFING MATERIAL</p> <p>Consists of booklets which are required reading for all new employees entering on duty. Booklets contain certain Agency regulatory issuances. Also included are charts and other material used in briefings.</p>	3.0 1.5	Temporary. Destroy when revised, obsolete, or no longer required.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
9.	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5 REFERENCE MATERIAL		
	a. Consists of copies of selected correspondence maintained for possible future use as guides. Also included are sample cover letters used in correspondence with individuals applying for certain types of Agency positions as well as loose-leaf binders containing copies of sample letters used as guides in preparing routine correspondence. A reference copy of these guides is maintained by each person responsible for correspondence preparation. Filed numerically by code number assigned each letter.	4.3 ✓	Temporary. Destroy when revised or no longer needed for reference purposes.
	b. Consists of Agency regulatory issuances, Federal Personnel Manuals, OPMs, classification standards, certain Agency machine listings dealing with applicants in process, EODs, cancellations and tables of organization as well as OTR and Support Bulletins disseminated for information and reference purposes.	8.2 ✓	Temporary. Destroy when revised, obsolete, or no longer needed.
		170.1	<div style="text-align: right;">25</div> <div style="text-align: right; margin-bottom: 10px;">  <i>[Signature]</i> Date </div> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 5px; margin-right: 10px;">APPROVED</div> <div style="flex-grow: 1; border: 1px solid black; height: 40px;"></div> </div> <p>CIA Records Administration Officer</p>

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

RECORDS CONTROL SCHEDULE			SCHEDULE NO.
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5			40-68
OFFICE, DIVISION, BRANCH			
Office of Personnel, Placement Division			Chief, PD/OP <i>May '68</i>
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p>DIVISION SUBJECT FILES</p> <p>a. Copies of policy directives regarding hiring practices, applicant processing, invitee travel, employment of the handicapped, state income tax inquiries, alien sponsorship, quality step increases, personnel forecasts, special reports, and other papers accumulated in the overall administration of the Placement Division make up this file.</p> <p>b. Consists of administrative-type files such as activity reports, acquisition lists, copies of travel orders, separation reports, cancellations as well as budgetary estimates, requests for administrative services and other material of a routine nature.</p> <p>(1966 -)</p>	5.5 ✓	Temporary. Screen periodically. Destroy material no longer needed. Retain remainder in current files area.
		3.0 ✓	Temporary. Destroy when two years old.
2.	<p>CHRONO FILE - APPLICANT CORRESPONDENCE</p> <p>Consists of chrono file of correspondence of a routine nature to individuals applying for Agency employment such as notifications of processing, requests for additional information, notice of rejection, etc. Used to control where official applicant file sent (duplicate maintained in official applicant file). Alphabetical.</p> <p>(1967)</p>	5.0 ✓	Temporary. Retain a twelve-month level. Destroy oldest month after filing current month.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
3.	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5 CARD CONTROL FILE		<i>15-1-68</i>
	a. These 3x5 cards are maintained on all individuals who have applied for Agency employment. Card is used for control purposes and charge-outs during active processing and denotes pertinent information such as any security disapproval, special interest, and other information of importance regarding the applicant, including date file sent to RID if applicable or job and box number if file forwarded to Records Center. [Redacted]	9.6	Temporary. Cards will be held two years and destroyed on those files forwarded to RID. All other cards will be destroyed when applicant folder is destroyed EXCEPT for the following which will be retained indefinitely in immediate work area: [Redacted]
	b. This 5x8 card, Form 835, Applicant Processing Record, contains information on applicants such as name, dates of actions and appointments, clearances, and other pertinent information and remarks regarding the individual. (1967 -)	1.0	Temporary. Place in inactive file upon cancellation or completion of processing. Hold one year and destroy.
	c. This card file is similar to "b" above except it is maintained on career trainees in process only. (1964 -)	1.5	Temporary. Place in inactive file upon cancellation and hold for three years; then destroy. (Cards are destroyed on individuals who enter on duty.)
	d. SF-7B (formerly OF4b) file contains pertinent information on all career trainees - past and present.	.3	Temporary. Retain in immediate work area indefinitely.
	e. Form 2644, Invitee Schedule, denotes schedule for all invitees. Includes name of invitee, date, place, and time of appointments as well as remarks.	.2	Temporary. Hold current month and destroy.
	f. Form 2715, Skills Bank Control, is a 5x8 card used to control location of official applicant file. Contains name of applicant as well as name of office and reviewer, whether or not there is interest, dates reviewed, and remarks. This file contains only cards on those whose files are presently being reviewed. Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5	.1	Temporary. Upon completion of follow-up interview card is pulled from file and destroyed.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4.	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5</p> <p>g. Form 2687, New Applicant File Acquisition card, is a 3x5 card from which the Skills Bank Acquisition Lists are compiled. Card contains name, age, marital status, particular skills, asking salary, and other information useful to personnel officers in selecting potential candidates for positions.</p> <p>(1966 -)</p> <p>h. This 3x5 card file is used to control what applicant letters and files have not been replied to. Filed chronologically by alphabet.</p>	RDP78-00487A000100230003-5 .8	Temporary. Destroy when two years old.
4.	FLEXOWRITER TAPES	.1	Temporary. Cut off annually. Hold one year and destroy.
5.	<p>Consists of flexowriter tapes used in preparing routine letters. Arranged numerically by code assigned to each letter.</p> <p>(Current)</p>	.5	Temporary. Destroy when superseded or obsolete.
5.	OFFICIAL PERSONNEL FOLDERS	.5	Temporary. Return to OP/File Room when no longer needed.
6.	OFFICIAL APPLICANT FOLDERS	125.0	<p>Consists of official applicant folders on all individuals who have applied for Agency employment. Folder includes various items of information, such as correspondence and resumes, application for employment, report of interview, personal history statement, and request for security clearance. Categories are as follows:</p> <p>a. Files on applicants other than Special Interest and security disapprovals as well as those on whom Security has not been initiated and contain insufficient information for RRD coding purposes.</p>
			Temporary. Material in official applicant file becomes a part of the official personnel folder should individual enter on duty. Cancelled applicant files will be retained as outlined below. (Should file be recalled because of recontact, it will be done so on a permanent basis.)
			Files that have been inactive for at least six months will be retired to Agency Records Center and held for an additional eighteen months. At the end of this time, files will be destroyed.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5		File will be forwarded to RID for disposition two months after becoming inactive.
			Files that have been inactive for at least one year will be reviewed by ExO/OP prior to submitting to Records Center for a 5-year period. At the end of this time return to ExO/OP for disposition.
7.	d. Consists of resume files on individuals to whom forms have been sent and acknowledgments have not been received. Held by month and alphabetically thereunder.		If after two months no acknowledgment is received, file is transferred to "a" above.
7.	INFORMATION FILE Consists of alphabetical file of individuals requesting information on the Agency for school projects and other reasons. (1968)	3.0	Temporary. Destroy when three months old.
8.	BRIEFING MATERIAL Consists of booklets which are required reading for all new employees entering on duty. Booklets contain certain Agency regulatory issuances. Also included are charts and other material used in briefings.	1.5	Temporary. Destroy when revised, obsolete, or no longer required.
9.	REFERENCE MATERIAL a. Consists of copies of selected correspondence maintained for possible future use as guides. Also included are sample cover letters used in correspondence with individuals applying for certain types of Agency positions as well as loose-leaf binders containing copies of sample letters used as guides in preparing routine correspondence. A reference copy of these guides is maintained by each person responsible for correspondence preparation. Filed numerically by code number assigned each letter.	4.3	Temporary. Destroy when revised or no longer needed for reference purposes.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5</p> <p>b. Consists of Agency regulatory issuances, Federal Personnel Manuals, OPMs, classification standards, certain Agency machine listings dealing with applicants in process, EODs, cancellations and tables of organization as well as OTR and Support Bulletins disseminated for information and reference purposes.</p>	<p>8.2</p> <p>170.1</p>	<p>Temporary. Destroy when revised, obsolete, or no longer needed.</p>

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

Approved For Release 2005/11/21 : CIA-RDP78A000100230003-5

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SCHEDULE NO.
40-60
437A000100230003-5

CONFIDENCE

25X

OFFICE, DIVISION, BRANCH		SIGNATURE	TITLE
Personnel, Personnel Operations Division, Office of the Chief			UDC/PDD 0724/60
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	DIVISION SUBJECT FILE Consists of policy directives, correspondence, reports and papers pertaining to the Agency's Recruitment Program; screening of applicants for employment; assignment and development of personnel; and the authentication of official personnel actions. File is alphabetical by subject. (1958-1960)	3.0	Temporary. Destroy when 3 years old. (Cut off at the end of each year; transfer to Records Center 1 year thereafter.) (Item 136, RCS 40-57)
2	DIVISION INTERNAL ADMINISTRATION FILE Consists of materials accumulated in the internal administration of the Division consisting of such items as: Activity and Progress Reports, housekeeping and Service Requests; employee leave records and other miscellaneous personnel records composed of: Duplicate copies of personnel actions, training requests, vacation schedules etc. SF 1137, Leave Record Card for each employee; Employee Service Record Card, OF 4b, Visible Cardex Book File, arranged alphabetically.	.7	Temporary. Destroy when 1 year old (Cut off at end of year; destroy 1 year thereafter.)
3	CONVENIENCE FILE (Reading) Consist of extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically. (1958-1960)	.2	Temporary. Destroy upon transfer or separation of employee.
			Temporary. Destroy when 1 year old (Cut off at end of year; destroy 1 year thereafter).

Approved For Release 2005/11/21 : CIA-RDP78A000100230003-5

SECRET

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4	MAIL LOG Approved For Release 2005/11/21 : CIA-RDP7A000100230003-5	.2	Temporary. Destroy when 1 year old. SECRET
5	MACHINE LISTINGS Consists of copies of machine listings containing rosters of personnel and statistical information on personnel activities such as security initiations, employee EOD's, etc. maintained for convenience of reference. (Current)	.4	Temporary. Destroy when superseded or obsolete.
6	MARRIAGE TO ALIEN FILE Consists of correspondence and related papers pertaining to Agency Employees contemplating marriage to aliens. File contains information used by the Division in evaluating each case and recommending its disposition to the DCI. Filed alphabetically by name of the employee. (1958-1960)	1.0	Temporary. Destroy 1 year after final disposition of the case.
7	SELECTIVE SERVICE FILE a. Consists of case files on Agency employees eligible for deferral from the military service and those with reserve obligations to the military who have been granted permission to leave the country on official business. File contains copies of Selective Service Action Requests, Form 575, approvals and disapprovals of the requests, correspondence with the Director of Selective Service, the Office of Security, etc. Copies of appropriate papers are placed in the Official Personnel Folder. Filed alphabetically by name. (1957-1960)	2.5	Temporary. Destroy when no longer needed for reference purposes; upon cancellation or expiration of the request screen file and remove all duplicate and non-record material; place remaining documents in an inactive file.

Approved For Release 2005/11/21 : CIA-RDP7A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	b. SELECTIVE SERVICE RECORD APPROVED FOR RELEASE 2005/11/21 FILED CIA-RDP37A000100230003-5 Form 575a, Selective Service Record provides a basic reference, index and action record of selective service deferment actions taken relative to Agency employees; contains name, DOB, area and position assignment, permanent address and local SS Board address. (1951-1960)	.1	Temporary. Retained in work area; screen annually destroy 10 years after completed action or cancellation of the request.
8	SPECIAL PLACEMENT COMMITTEE FILE Contains minutes of cases discussed at the Special Placement Committee Meeting including recommendations and action taken; also contains profiles and other background information on the employee under discussion. Filed chronologically by meeting.	.1	Temporary. Cut off completed cases files at end of year; retain in immediate work area for one year then dispose of as follows: a. Screen and send appropriate papers to Official Personnel file or to SA/Pers-DO for inclusion in Problem Cases File. b. Official copy of Committee minutes and recommendations will be retained for two years and then destroyed.
9	REFERENCE PUBLICATION FILE Consists of published materials such as regulations, notices, handbooks etc., maintained for reference purposes.	1.5	Temporary. Destroy when obsolete or superseded.
10	LIBRARY MATERIAL Consists of bound library books, dictionaries, guides, manual etc., maintained for reference purposes.	21.0	Temporary. Return to Library or destroy as appropriate when no longer needed for reference purposes.

RECORDED CONTROL SCHEDULE		SCHEDULE NO.	
		40-60	
OFFICE, DIVISION, BRANCH		CONCURRENCE	
Personnel, Personnel Operations Division Special Assistant for Out Placement <i>group file</i> <i>Branch</i> <i>Branch</i> <i>1500 ft</i> <i>100 ft</i>		SIGN	25X
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	OUT PLACEMENT - POLICY AND CONTACT FILES Consists of correspondence and Agency policy directives concerning Out-placement activity; Civil Service regulations and policy, and Federal and Industrial job lead sources; and other related material. (1958-1960)	1.0	Temporary. Destroy when 3 years old. (Cut-off at end of each year; transfer to Records Center 1 year thereafter.)
2	BIOGRAPHIC FILES Consists of duplicate copies of Biographic data, resumes, Civil Service Applications (SF 57), etc. used in the out-placement process for selected Agency employees. (Filed alphabetically by name).	1.0	Temporary. Upon completion of case screen and transfer to Official Personnel File or destroy as appropriate.
3	REFERENCE PUBLICATIONS FILE Consists of published materials such as Agency regulatory issuances, Federal Personnel Manual, and other U.S. Government issuances; USCS tests and job lead sources etc.	11.0	Temporary. Destroy when superseded, obsolete or no longer needed for reference purposes.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

Revised
40-64

Aug 1964

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RECORDS CONTROL SCHEDULE 2005/11/21 : CIA-RDP78-00487A000100230003-5

SCHEDULE NO.

40-60

OFFICE, DIVISION, BRANCH		SIGNAT	25X
Personnel, Personnel Operations Division, Clerical Assignment Branch		TITLE	<i>VDC/100 012460</i>
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	BRANCH SUBJECT FILE Consists of correspondence, reports and other papers accumulated in the general administration of the activities of the Branch. Filed alphabetically by subject. (1958-1960)	.1.0	Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter.)
2	BRANCH INTERNAL ADMINISTRATION FILE Contains branch housekeeping and service requests, equipment orders, printing services and personnel records consisting of: T & A Cards and Notification of Personnel Actions etc., on CAB Personnel.	.2	Temporary. Destroy when superseded or out-dated.
3	CONVENIENCE FILE (Reading) Consists of extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically. (1958-1960)	.1	Temporary. Destroy when superseded and/or upon reassignment or termination of employee.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

SECRET

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4	Approved For Release 2005/11/21 : CIA-RDP78-O0487A000100230003-5 EMPLOYEE SUMMARY WORKSHEET FILES	.4 SECRET	Temporary. Destroy at end of 1 year. Place in inactive file upon assignment from IAS or termination; destroy 1 year thereafter
	Consists of Employee Summary Worksheet, containing information on employees, such as work experience, education, training, qualifications, present position, etc. This worksheet is used in evaluating an employee's qualifications and in effecting his placement or reassignment. Filed alphabetically by name. (Current)	.4	
5	RECRUITMENT REQUEST FILE	.5	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
	Consists of copies of 1152, Request for Personnel Action, submitted by organizational units as recruitment requests. Original copies are forwarded to SRB for preparation of the Personnel Requisition Inventory Card (Form 1078). These copies of the form are maintained for reference purposes. Filed organizationally. (1958-1960)	.5	
6	APPLICANT PROCESSING FILES	.3	Temporary. Destroy 3 months after completion of processing. Place in inactive file upon completion of processing; destroy 3 months thereafter.
	a. Status File - Consists of Form 835, Appointment Processing Record (5x8) Card, containing information on applicants, such as date of security initiation, date interim letters were sent, physical location of folder, etc. Card is used as a reference to the processing status of each applicant and as a locator on the folder. Filed alphabetically by name. (Current)	.3	

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p>Approved For Release 2005/11/21 : CIA-RDP7A000100230003-5</p> <p>b. Tickler File - Consists of Form 835a, Appointment Control, used as a tickler for Form 835, Appointment Processing Record, and to schedule interim correspondence sent to applicant during processing. Filed chronologically by date of follow-up. (Current)</p> <p>c. Processing Cancellation File - Consists of 5" x 8" cards prepared upon receipt of Form 639, Cancellation of Applicant Processing. These cards contain names of applicants on which processing has been canceled and the reasons for cancellation. Used for reference and compiling statistics for reporting purposes. Filed chronologically by cancellation date. (1959-1960)</p> <p>d. Applicant Folder Tickler File - Consists of 3"x5" card and a log book used to record the receipt and dispatch of applicant folders charged to the Branch. Filed alphabetically by name. (Current)</p>	.1	<p>Temporary. Destroy upon completion of processing.</p> <p>Temporary. Destroy when 6 months old.</p> <p>Temporary. Destroy upon completion of cancellation of processing.</p>
7	<p>ORIENTATION LISTINGS</p> <p>Consists of listings containing names of personnel assigned to the Interim Assignment Section who have attended Orientation Classes. Listings are used in assigning employees, since only those whose names appear on these listings may be assigned to an office on a permanent basis (Couriers excepted). Filed chronologically. (1960)</p>	.1	Temporary. Destroy when 6 months old.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
8	Approved For Release 2005/11/21 : CIA-RDP7A000100230003-5 AGENCY ASSIGNMENT REGISTER	.1	Temporary. Destroy when 1 year old.
	Consists of a 4" x 6" loose leaf binder containing names of personnel who were assigned to the Interim Assignment Section and who have been officially assigned to the various offices. File contains names of employee, office to which assigned, date of assignment. (1958-1960)		
9	INTERIM ASSIGNMENT SECTION SUBJECT FILE	3.0	Temporary. Destroy when 2 years old. (Cut off at end of each year, destroy 2 years thereafter.)
	Consists of correspondence, reports, and other papers accumulated in the general administration of the activities of the Section. Filed alphabetically by subject. (1958-1960)		
10	INTERIM ASSIGNMENT SECTION WEEKLY REPORT FILE	.2	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
	Consists of activity reports prepared weekly for the Section Chief; reports contain the number of people in the Section, EOD's, number officially assigned to the various offices, number scheduled for training, etc., and are used in preparing the Semi-annual Report. Filed chronologically. (1959-1960)		
11	STATUS OF PROCESSING FILE	.3	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
	Consists of Form 887, Interim Assignment Record, received by the Section on each applicant prior to their EOD. Cards are used as reference to the status of processing of each individual and in determining the type of work assignments in which they may participate. Filed alphabetically by name.		

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
12	Approved For Release 2005/11/21 : CIA-RDP7A00487A000100230003-5 WORK PROJECT FILE Consists of reports prepared by the Interim Assignment Section on each work project received by the Section and is used to control the project and for reporting purposes on man-hours expended. Report contains information such as project number, project title, date received, date completed, etc. Filed numerically by project number. (Current)	.1	Temporary. Destroy 6 months after completion of project.
13	IAS PERSONNEL CONTROL AND ADMINISTRATION FILE Consist of 3x5 cards prepared on clerical personnel assigned to Interim Assignment Section for administration. Card contains name, EOD date, schedules for medical, training, work assignments, job interviews, etc., and Time and Attendance Report and leave records.	.4	Temporary. Destroy when 2 years old. Transfer to inactive file upon reassignment or separation of employee; destroy 2 years thereafter except time and attendance and leave records which are destroyed when suspended.
14	AVAILABLE HOUSING FILE Consists of Form 580, Housing Record, containing information on housing available in the Washington, D. C. area. The file serves as a source of information necessary to assist Agency employees in locating satisfactory housing. Arranged by type of housing in visible file books.	.5	Temporary. Destroy when superseded or obsolete.
15	BULLETIN BOARD NOTICE FILE Consists of completed copies of Form 478, Bulletin Board Notice. This procedure was established for purpose of reviewing all items posted to ascertain that there is no Security hazards involved; also items concerning housing and car pools are extracted for inclusion in appropriate Service Files. Filed chronologically.	.2	Temporary. Cut off at end of each month; destroy one month thereafter.

SECRET

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
16	Approved For Release 2005/11/21 : CIA-RDP78A0487A000100230003-5 TRANSPORTATION REQUEST FILE Consists of Form 878, Transportation Requested, and 878a, Transportation Offered. This file is used to assist Agency employees in forming car pools. Filed by locality by name of requestor thereunder. (Current)	.2	Temporary. Destroy when request is filled or canceled.
17	REFERENCE PUBLICATIONS FILE Consists of published material such as CIA Regulations and Notices, OP Memorandums, and similar reference material.	1.0	Temporary. Destroy when no longer needed for reference purposes.
18	LIBRARY MATERIAL Consists of bound library books, dictionaries, guides, manuals, etc., maintained for reference purposes.	18.0	Temporary. Return to Library when no longer needed for reference purposes.

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Placement Br.

7-23-68
Ad

RECORDS CONTROL RECORD				SECRET	SCHEDULE NO.	40-60
					87A000100230003-5	CONCURRENCE
ITEM NO.	OFFICE, DIVISION, BRANCH Personnel, Personnel Operations Division, GS Support Branch Placement Branch, Corres. Unit	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS		
1	DIVISION SUBJECT FILE	Consists of directives, and miscellaneous organizational and procedural material used in support operations of the Agency's personnel support function. Examples of the subjects are: Summer-Only Program, terminations, retirements, utilization of scientific personnel, and consultants, LWOP policy, Allowances, promotions, training, and personnel policy in general. Arranged alphabetically by subject. (1957-1960)	.1	Temporary. Destroy when 2 years old. (Cut off at end of each year. Destroy 1 year thereafter.)		
2	ACTIVITY REPORTS FILE	Consists of activities and work volume reports from the individual Placement Officers. These reports contain statistics on the number of applicants in process, EOD's processed, follow-up interviews, reassessments, applicant cancellation, etc which reflect work load of the Branch. Reports are retained for future planning purposes. Filed chronologically. (1958-1960)	.4	Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter.)		
3	ANNUAL REPORT ON JUSTIFICATION FOR CONSULTANTS	Consists of Completed Form 503, Justification for Consultant containing name of consultant, office, division, estimated use and duties to be performed. This information is the basis for planning and budget requirements. (1957-1960 FY incl)	.5	Temporary. Destroy when 5 years old. (Cut off at end of each year, transfer to Records Center one year thereafter.)		

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4	QUALIFICATIONS ANALYSIS REQUEST FILES Approved For Release 2005/11/21 : CIA-RDP78-O0487A000100230003-5	.4	SECRET Temporary. Destroy when 1 year old.
5	RECRUITMENT REQUEST FILE Consists of copies of Form 1152, Request for Personnel Action, submitted by organizational units as recruitment requests. Original copies of forms are forwarded to the FRB for preparation of the Personnel Requisition Inventory Card (Form 1078). These copies of the form are maintained by Placement Officers for reference purposes. Filed chronologically by date of request. (1958-1960)	.2	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
6	MACHINE LISTINGS FILE Consists of IBM listings containing rosters of personnel and statistical information on personnel activities including PCR's maintained for convenience of reference. (Current)	1.0	Temporary. Destroy when superseded or obsolete.
7	PLACEMENT OFFICER'S HANDBOOKS Loose Leaf file consisting of pertinent laws, directives, OPM's, Agency Regulations, Notices Handbooks etc (20-series), Classification Standards, wage scales, forms etc. (Current)	1.0	Temporary. Destroy when superseded or obsolete.

Approved For Release 2005/11/21 : CIA-RDP78-O0487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	DISPOSITION INSTRUCTIONS
8	<p>Approved For Release 2005/11/21 : CIA-RDP79A0487A000100230003-5</p> <p>PLACEMENT OFFICER'S WORKING FILES</p> <p>Consists of copies of correspondence, copies of reports, overseas vacancy reports, reassign requests and other papers collected and maintained by individual Placement Officers. Files are maintained for background information and reference purposes. Filing arrangement varies with each file. (1958-1960)</p>	<p>Temporary. Destroy when no longer needed for reference purposes.</p>
9	<p>EMPLOYEE SUMMARY WORK SHEET FILES</p> <p>Consists of Employee Summary Worksheet containing information on employees, such as work experience, education, training, qualifications, present position, etc. The work sheet is used by Placement Officers in evaluating an employee's qualifications and effecting his placement or reassignment. Filed alphabetically by name. (1954-1960)</p>	<p>Temporary. Destroy when employee terminates.</p>
10	<p>POSITION DESCRIPTION FILES</p> <p>Consists of copies of Form 387, Position Description, maintained by the appropriate Placement Officer on each position, filled or vacant, under his jurisdiction. The form contains information on the position such as title, number, requirements, duties, responsibilities, etc. The file is used to assist in the selection of personnel to fill vacant positions through reassignment or appointment action. Filed organizationally and by position thereunder. (Current)</p>	<p>Temporary. Destroy when superseded or obsolete.</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
11	INTERVIEW FOLLOW UP FILE <i>Approved For Release 2005/11/21 : CIA-RDP7A000100230003-5</i>	.1	SECRET Temporary. Destroy after completion of follow-up actions.
	Consists of 3 x 5 cards used as a tickler in scheduling follow-up interviews on new employees for purposes of determining job satisfaction and advising them on problems which may have arisen. The cards contain the name of employee, EOD date, where assigned, and title and grade. Filed chronologically by follow-up date. (Current)		
12	APPLICANT PROCESSING FILES a. Consists of Form 835, Appointment Processing Record (5" x 8"), containing information on applicants, such as date of security initiation, date interim letters were sent, physical location of folder, etc. Card is used as a reference to the processing status of each applicant. Filed by the Three Major Components (DDs, DDI and DDP) and alphabetically thereunder. (Current) b. Consists of Form 835a, Appointment Tab Control, used as a tickler for Form 835, Appointment Processing Record, and to schedule interim correspondence sent to the applicant during processing.	.4 .1	Temporary. Destroy 3 months after completion of processing. (Place in inactive file upon completion of processing destroy 3 months thereafter). Temporary. Destroy upon completion of processing.
13	EMPLOYEE AND APPLICANT FOLDER CONTROL LOG Logs maintained as a record of the receipt and dispatch of employee and applicant folders charged to the Branch. Logs contain name of requestor, disposition and date. Filed chronologically. (1958-1960)	.2	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter).

Approved For Release 2005/11/21 : CIA-RDP7A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
14	Approved For Release 2005/11/21 : CIA-RDP487A000100230003-5 LWOP CONTROL FILE Consists of LWOP Suspense file maintained for control purposes; file arranged alphabetically. (1958-1960)	.1	Temporary. Destroy when 1 year old. (Cut off file at end of year; destroy 1 year thereafter.)
15	PRINTING SERVICES REQUEST Copies of Form #30, Request for Printing Services on PHS's reproduction request.	.1	Temporary. Destroy when 1 year old. Cut off at end of 1 year, destroy 1 year thereafter.
16	REFERENCE PUBLICATIONS FILE Consists of published material such as regulations, notices, handbooks, guides, classification and qualifications handbooks, etc. maintained for reference purposes.	4.0	Temporary. Destroy when superseded or obsolete.

SECRET

RMS

10 December 1963

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT : Revised Schedule 40-63 for Clandestine Services Personnel Division, Office of Personnel

RESCINDS : Records Control Schedule 40-60, pages 60-67

1. Attached hereto is Records Control Schedule 40-63 for the Clandestine Services Personnel Division, Office of Personnel. Items have been updated and modifications made where necessary.
2. It is requested that this schedule be substituted for the one presently in effect as soon as possible.



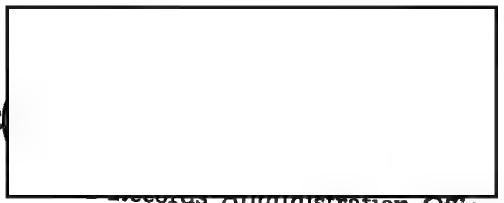
RAO/OP

25X

Attachment:
RCS 40-63, CSPD/OP

X1

APPR

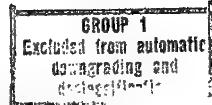


6 Feb 1964
Date

Records Administration Officer

Items 4 and 6a
revised for CSPD,
new page purposes
this one

SECRET



16 December 1968

MEMORANDUM FOR: CIA Records Administration Officer
SUBJECT : Revised Schedule for Placement Division/Office of Personnel, Items 3-9
RESCINDS : Items 3-9 of Schedule dated 1 May 68

1. Transmitted herewith are revised pages to the Records Control Schedule for Placement Division/Office of Personnel. This schedule was rewritten in order to correct disposition instructions for items 3a and 6. The change in the latter was made necessary by the breakdown of special interest files on whom security has been initiated. Those of "limited special interest" will be destroyed at the Records Center when three years old; those determined to be of "extra special interest" will be held in the immediate work area and reviewed for possible destruction after a period of three years.

2. Since the segregation of these files is presently under way and in order that a deposit of "limited special interest" applicant files may be made to the Records Center at the earliest possible time, it is requested that this schedule be approved without delay.



RAO/OP

Attachment:

Items 3-9, Records Control Schedule for Placement Division/OP

X1

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APPROVED:



CIA Records Administration Officer

7 Jan 1969

Date

RECORDS CONTROL SCHEDULE			SCHEDULE NO.
2005/11/21 : CIA-RDP78A000100230003-5			
OFFICE, DIVISION, BRANCH			TITLE
Office of Personnel/Recruitment Division			Chief, RD/OP
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p>DIVISION SUBJECT FILES</p> <p>a. Consists of studies, personnel requirement forecasts, recruitment "reading file" and memoranda, material relating to the Agency recruitment advertisement effort, picketing problems, summer employment, and the Co-op Program. Also included in this file are annual and special reports such as the one-hundred university reports prepared by university associates and senior Agency officials evaluating various colleges and universities, material of a historical nature as well as current working papers pertaining to the over-all operation of the Agency's recruitment program.</p> <p style="text-align: center;">(1954 -)</p> <p>b. Includes monthly activity reports, cancellations, printing requisitions, chrono files, budgetary material and other administrative-type files.</p> <p style="text-align: center;">(1964 -)</p>	16.8 ✓	Permanent. Screen periodically and destroy material of no future value. Retain remainder in current files area until no longer needed for current reference; then forward to Agency Records Center.
2.	<p>UNIVERSITY ASSOCIATES FILE</p> <p>Consists of case files on university associates. Files contain justification for associate, personal service contract, request for personnel action, travel vouchers, travel expense records, and related correspondence. Filed alpha.</p>	8.0 ✓	Temporary. Cut off annually. Hold two years and destroy.
2.3			Temporary. Upon termination of associate, forward file to Office of Personnel File Room for disposition.

Approved For Release 2005/11/21 : CIA-RDP78A000100230003-5

ITEM NO.	FILES IDENTIFICATION Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5	VOLUME	DISPOSITION INSTRUCTIONS	
			SECRET	
3.	CARD FILES			
	a. Consists of Form 835, Appointment Processing Record (5x8 card) containing information on applicant such as date of security initiation, date interim letters were sent, physical location of folder, etc. used as a reference to the status of each clerical applicant in process. (1965 -)	.24	Temporary. Upon cancellation or completion of processing, place in inactive file. Cut off end of each fiscal year. Destroy one year thereafter.	
	b. Consists of Form 887, Interim Assignment Record, used to maintain control and status of each employee assigned to the Pool. Card includes such information as employee's name, serial no., date of birth, position title, grade, shorthand and typing qualifications, clearances, medical and polygraph appointments, etc. (1966 -)	.7	Temporary. Upon assignment of individual place in inactive file. Cut off at end of each fiscal year. Destroy two years from the end of the current calendar year.	
	c. Consists of Form 642, Personnel Emergency Locator Record, containing pertinent information regarding employee and his/her emergency addressee. (Current)	.1	Temporary. Upon full clearance, forward to employee's office of assignment.	
	d. Consists of 3x5 cards on individuals interviewed who are felt to be good prospective employees. (Current)	.1	Temporary. Hold two years and destroy.	
	e. Consists of 3x5 cards on individuals who are referred to the Agency by Congressmen, the White House, and other high echelon requiring special attention. (1965 -)	.1	Temporary. Cut off annually. Hold two years and destroy.	
	f. Applicant information retained on a wheeldex. Information consists of applicant's name, recruiter, recommended for, and where file has been sent.	.2	Temporary. Retain for six months after becoming inactive; then destroy.	

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4.	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5 REPORT OF INTERVIEW FILE a. Consists of Forms 1667a, Report of Interview, and 1667c, Clerical Report of Interview, prepared by recruiter on each candidate that has completed application forms. This file provides a record of all recommended candidates. Filed alpha. (1966 -) b. Consists of Form 1667b (VITA) used by Washington Area Recruitment Office in interviewing all applicants. Filed alphabetically.	3.0 ✓ 9.0 ✓	Temporary. Cut off each year. Destroy when two years old. Temporary. Destroy upon receipt of application forms. Otherwise, destroy after eighteen months.
5.	EMPLOYEE SUMMARY WORKSHEETS Consists of Employee Summary Worksheets containing information on employees, such as work experience, education, training, qualifications, present position, etc. Used in evaluating employee's qualifications and in effecting his/her placement or reassignment.	1.0 ✓	Temporary. Destroy after follow-up interview six months after entrance on duty.
6.	RECRUITER FILES a. Consists of correspondence, memoranda, and other papers pertaining to field activities of individual recruiter. Filed alphabetically. b. Consists of travel case files on recruiters. Included are travel orders, vouchers, statement of accounts, requests for advance of funds and related papers. Filed alphabetically. c. Consists of logistical files for each recruiter. Included in this file is all equipment and supplies charged to each individual.	1.5 ✓ 1.0 ✓ .5 ✓	Temporary. Screen upon reassignment or termination of recruiter. Destroy material no longer needed. Transfer remainder of material to appropriate file. Temporary. Destroy material more than two years old. Temporary. Screen upon reassignment or termination of recruiter. Destroy material no longer needed. Transfer remainder of material to appropriate file.

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Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
7.	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5 CONTRACT SECRETARIES FILE Consists of case files on individuals serving in domestic field offices. (Current)	.3 ✓	Temporary. Upon cancellation or termination of individual forward file to CPD for its disposition.
8.	OFFICIAL APPLICANT FILES a. Consists of correspondence and other material pertinent to individuals applying for clerical employment. Filed alphabetically. (Current) b. Consists of case files on applicants that have been referred to recruiters for further information. Filed alphabetically by recruiter. (Current)	15.0 ✓ 4.5 ✓	Temporary. If individual enters on duty, forward file to Office of Personnel File Room. If individual does not enter on duty, file should be sent to Placement Division for disposition. Temporary. Upon receipt of all information from recruiter, return file to interested component.
9.	OFFICIAL PERSONNEL FOLDERS Consists of official personnel folders on individuals presently awaiting full clearance who are on duty in the Pool. Also included are files on individuals who have already been assigned but actions have not been cut.	.3 ✓	Temporary. Upon permanent assignment and action cut, forward file to OP/File Room.
10.	SUMMER ONLY FILE Consists of official personnel folders of former employees as well as official applicant files on individuals being considered for summer employment with the Agency. (Current)	12.5 ✓	Temporary. If individual enters on duty, forward file to OP/File Room; otherwise send file to Placement Division/OP for processing.
11.	LEAD/SOURCE FILE Consists of case files on colleges and universities, technical, secretarial and high schools. Contain correspondence, reports of contact and other papers pertaining to the utilization of specific leads and sources.	3.0 ✓	Temporary. Screen periodically. Destroy material no longer needed.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
12.	Approved For Release 2005/11/21 : CIA RECRUITMENT REQUISITION FILE	RDP78-00487A000100230003-5	
	Consists of Form 1078, Recruitment Requisition. Form used in furnishing recruiters guides for recruiting. Filed by office.	2.0	Temporary. Destroy when request is filled or cancelled.
13.	BRIEFING MATERIAL	.5	Temporary. Destroy when revised.
	a. Consists of copies of [redacted] Employee Conduct. This handbook is required reading for all new employees.	.5	Temporary. Destroy when revised.
	b. Consists of security regulations which are used in the orientation of new clerical employees. These regulations are required reading for all new employees.	1.0	Temporary. Destroy when revised.
14.	FLEXOWRITER TAPES	.2	Temporary. Destroy when superseded or obsolete.
	Consists of flexowriter tapes used in preparing routine correspondence.	.2	Temporary. Destroy when superseded or obsolete.
15.	ORIENTATION FOLDERS	1.0	Temporary. Upon permanent assignment, material is given to employee for disposition.
	Individual folders containing information accumulated by Pool personnel during Agency orientation for their own use. Filed alpha.	1.0	Temporary. Upon permanent assignment, material is given to employee for disposition.
16.	NATIONAL INTELLIGENCE ESTIMATES	1.0	Temporary. Return to originator when no longer needed.
	Consists of estimates that are forwarded to recruiters for their own information.	1.0	Temporary. Return to originator when no longer needed.
17.	REFERENCE MATERIAL	16.7	Temporary. Destroy when revised, obsolete, or no longer needed except certain machine listings which will be returned to SRB/CD/OP when no longer of interest.
	Consists of brochures on housing, recreation, local colleges and other matters of interest to individuals newly arrived in the area as well as Agency regulatory issuances, test samples, machine listings, log books, and other material used for reference purposes.	104.7	

Approved For Release 2005/11/21 : CIA RDP78-00487A000100230003-5

10 August 1967

MEMORANDUM FOR: Chief, Records Administration Branch, SSS-DD/S

THROUGH : Chief, BSD/OP
Chief, Audit Staff

SUBJECT : Change in Disposition Instructions - Records Control Schedule 40-64 for Insurance Branch/BSD/OP, Item 4 only

RESCINDS : Item 4 only - Records Control Schedule 40-64 for Insurance Branch/BSD/OP

1. It is requested that the attached page be inserted in order to correct the disposition instructions for Item 4.
2. The disposition instructions for Item 4 are being changed in order to allow the retirement of certain material pertaining to insurance claims of active Agency employees. Until now, all claims material has been retained in the immediate work area until the employee terminates employment.
3. It would be appreciated if you would insert this correction as soon as possible in order that material now being retained in the Insurance Branch can be forwarded to the Records Center.

25X

RAC/CR

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Attachment:

Revised Item 4, RCS 40-64
for OP/BSD/IB

RECORDS CONTROL FOR RELEASE 2005/11/21 : SHARD 78-00487A000100230003-5			SCHEDULE NO.
OFFICE, DIVISION, BRANCH <i>Recruitment Div, Clerical Staffing Br</i> Office of Personnel, Personnel Operations Division/Clerical Assignment Branch			
			Chief, OP/POD/CAB <i>August 1964</i>
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p>BRANCH SUBJECT FILES</p> <p>a. Consists of procedural material dealing with clerical applicant processing, including travel allowances [redacted] ceiling matters, special reports, special project files, and other material accumulated in the administration of the branch. (1959 -)</p> <p>b. Consists of monthly reports, work project reports, orientation listings, budgetary estimates, training requests, requests for outside activity, chrono files, and other files of a routine administrative nature. (1954 -)</p>	2.2	Temporary. Screen periodically. Destroy material no longer needed. Retain remainder in current files area.
2.	APPLICANT FILES	5.2	Temporary. Cut off annually. Destroy when two years old.
3.	OFFICIAL PERSONNEL FOLDERS	9.2	Temporary. Upon cancellation or entrance on duty, forward applicant file to OP/File Room for disposition.
4.	APPLICANT PROCESSING FILE	1.5	Temporary. Upon permanent assignment, forward file to OP/File Room.
	<p>a. Consists of Form 835, Appointment Processing Record (5x8 card) containing information on applicant such as date of security initiation, date interim letters were sent, physical location</p>	1.0	<p>Temporary. Upon cancellation or completion of processing, place in inactive file. Cut off [redacted] each fiscal year. Destroy one year thereafter.</p>
<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5</p>			

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5 SECRET		
5.	<p>of folder, etc. used as a reference to the status of each clerical applicant in process. Filed alphabetically. (1962 -)</p> <p>b. Tickler file (3x5 card file) used to schedule interim correspondence sent to applicants during processing. Filed chronologically by date of follow-up.</p>	.2	Temporary. Destroy upon cancellation or completion of processing.
6.	<p>STATUS OF PROCESSING FILE</p> <p>Consists of Form 887, Interim Assignment Record, used to maintain control and status of each employee assigned to the Pool. Card includes such information as employee's name, serial no., date of birth, position title, grade, shorthand and typing qualifications, clearances, medical and polygraph appointments, etc. (1963 -)</p>	.2	Temporary. Upon assignment of individual, place in inactive file. Cut off at the end of each fiscal year. Destroy one year thereafter.
7.	<p>BRIEFING MATERIAL</p> <p>a. Consists of copies of [redacted] Employee Conduct. This handbook is required reading for all new employees.</p> <p>b. Consists of security regulations which are used in the orientation of new clerical employees. These regulations are required reading for all new employees.</p> <p>c. Briefing material given to individuals who will assume cover.</p>	1.0 3.0 .5	<p>Temporary. Destroy when revised.</p> <p>Temporary. Destroy when revised.</p> <p>Temporary. Destroy when revised or obsolete.</p>
	FLEXOWRITER TAPES	.5	Temporary. Destroy when superseded or obsolete.
	Consists of flexowriter tapes used in preparing routine correspondence.		

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Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
8.	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5 EMPLOYEE SUMMARY WORK SHEETS Consists of Employee Summary Work Sheets containing information on employees, such as work experience, education, training, qualifications, present position, etc. Used in evaluating employee's qualifications and in effecting his/her placement or reassignment.	.2	Temporary. Destroy after follow-up interview six months after EOD.
9.	PERSONNEL LOCATOR CARD FILE Consists of Form 642, Personnel Emergency Locator Record, containing pertinent information regarding employee and his/her emergency addressee. (Current)	.1	Temporary. Upon full clearance, forward to employee's office of assignment.
10.	ORIENTATION FOLDERS Individual folders containing information accumulated by Pool personnel during Agency orientation for their own use. Filed alphabetically by employee's name.	1.0	Temporary. Upon permanent assignment, material given to employee for disposition.
11.	SUMMER EMPLOYMENT FILE Consists of regulations, requirements, ranking procedure, component requests regarding summer employment. Also included is pertinent information on past summer employees. (No program in 1964) (1958 - 1963)	.5	Temporary. Disposal not authorized at this time. Retain in immediate work area for reference purposes.
12.	LOG BOOKS Maintained on receipt and dispatch of applicant files and official files of individuals wishing reassignment, security/medical rejects, cancellations, and names of individuals assigned to Interim Assignment Section who have been officially assigned.	.5	Temporary. Cut off end of each fiscal year. Destroy one year thereafter.

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Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
13.	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5</p> <p>REFERENCE MATERIAL</p> <p style="text-align: center;">SECRET</p> <p>a. Consists of copies of sample letters used as guides in preparing routine correspondence.</p> <p>b. Consists of brochures on housing, recreation, local colleges and other matters of interest to individuals newly arrived in the area as well as Agency regulatory issuances, test samples and other material used for reference purposes.</p>	<p>.3</p> <p>9.2</p> <p>36.3</p>	<p>Temporary. Destroy when revised or no longer needed.</p> <p>Temporary. Destroy when revised, obsolete, or no longer needed.</p>
			SECRET
			Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

~~SECRET~~

24 September 1965

MEMORANDUM FOR: CIA Records Administration Officer

THROUGH : Chief, Personnel Operations Division/OP

SUBJECT : Records Control Schedule 40-65 for OP/POD/
Qualifications Analysis Branch

RESCINDS : Records Control Schedule 40-60, pages 109-111

1. Attached hereto is Records Control Schedule 40-65 for OP/POD/Qualifications Analysis Branch. This schedule was re-written in order to reflect the current categories of records maintained by the branch.

2. The approval of this schedule will complete the revision of the Records Control Schedule for the Office of Personnel. However, schedules for two recently established offices have not as yet been prepared, i.e., the CIA Retirement Staff and the Retirement Branch, the latter under the Benefits and Services Division. These will be submitted shortly.

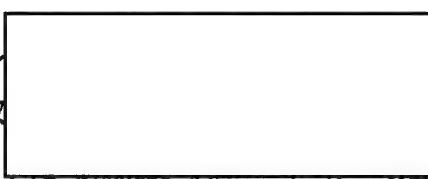
25X



RAO/OP

Attachment:
RCS 40-65, OP/POD/QAB

X1
APPROV



CIA Records Administration Officer

30 Sept 1965
Date

~~SECRET~~ For automatic

Remove this section
and the last
section 34-60-m.
from O/Pog schedule.
When the new
schedule for
O/Pers. Central
Processing Branch
has been approved
and filed here

R. D
5/20.

30 November 1965

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT : Revised page 4 of Records Control
Schedule 40-64 for the Statistical
Reporting Branch, POD/OP

RESCINDS : Page 4 of Records Control Schedule 40-64
for Statistical Reporting Branch dtd 8 May 64

1. Attached hereto is revised page 4 of Records Control Schedule 40-64 for the Statistical Reporting Branch, POD/OP.

2. This page was rewritten in order to change the disposition instructions for Item 5e. It has been requested by the Agency Historical Staff that Report 960A, an alphabetical listing of all

[redacted] personnel containing pertinent personnel locator information on each individual, be retained for a period of six years.

X1
Attachment]
Revised page 4

APPROVE

[redacted] RAO/OP

25X
Date

9 Dec 1965

CIA Records Administration Officer

28 February 1966

MEMORANDUM FOR: CIA Records Administration Officer
THROUGH : Chief, Benefits & Services Division/OP
SUBJECT : Records Control Schedule 40-66 for OP/BSD,
Retirement Branch
REFERENCE : Records Control Schedule 40
RESCINDS : Records Control Schedule 40-64 for C/BSD/OP, Item
5 only

1. Attached hereto is Records Control Schedule 40-66 for the newly established Retirement Branch under the Benefits & Services Division/Office of Personnel. This schedule reflects all current functions of the branch. It not only rescinds Item 5 of Records Control Schedule 40-64 for C/BSD/OP but all other portions of that schedule and the one for Benefits & Counseling Branch which deal with Civil Service retirement.

2. It is requested that this schedule be approved and that it be included in Records Control Schedule 40 with other schedules falling under the jurisdiction of the Benefits & Services Division.

RAO/OP

Attachment:
RCS 40-66 for
OP/BSD/RB

25X

APPROV

CIA Records Administration Office

11 March 1966
Date

25X

off RL

14 May 1965

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT : Revised page 2, Records Control Schedule 40-63,
Incentive Awards Branch, BSD/OP

RESCINDS : Page 2 of above schedule dtd 17 Dec 63

1. Attached hereto is revised page 2 to Records Control Schedule 40-63 for Incentive Awards Branch, BSD/OP.

2. This page was rewritten in order to change the disposition instructions for Item 4a2, Honor and Merit Award Case Files. These files contain recommendations, notices of award presentation, and background correspondence on individual cases, some of which are of a sensitive nature. All inquiries relating to honor and merit award cases are directed to the Incentive Awards Branch which feels that this material has lasting historical value and should be retained indefinitely.

3. Since there is material awaiting retirement at present, your approval of this amendment in the near future would be appreciated.

25X

RAO/OP

Attachment:

Page 2, amendment
to RCS 40-63, IAB/BSD/OP

APPR

25X

21 May 1965
Date

CIA Records Administration Officer

RECORDED CONTROL NUMBER 2005/11/21 : CIA-RDP78-00487A000100230003-5			SCHEDULE NO.
OFFICE, DIVISION, BRANCH Office of Personnel, Personnel Operations Division/ Transactions & Records Branch			<i>Records and Control Div 5 May 1966</i>
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	BRANCH SUBJECT FILES Consists of monthly reports, correspondence and procedures dealing with salary, pay adjustments, personnel processing, service computation, hiring of certain categories of personnel and other material accumulated in the over-all administration of the branch. (1956 -)	2.0	Temporary. Screen periodically. Destroy material no longer needed. Retain remainder in immediate work area.
2.	FITNESS REPORT MACHINE LISTINGS ADPD Job 184 reflects information regarding fitness reports. Information includes individual name, serial number, DOB, SD, occupation, grade, office of assignment, type of report due, etc. Arranged by office of assignment, grade thereunder. Monthly. (1965 -)	2.5	Temporary. Destroy when six months old.
3.	OFFICIAL PERSONNEL FOLDERS a. Consists of official personnel folders containing papers which completely document the service of an employee - staff employees, consultants, and part-time employees paid on a "when actually employed" basis. Filed alpha. by name.	1097.5	Temporary. Upon true separation, screen and destroy duplicate documents and place in inactive file. From time to time files will be retired to Agency Records Center after screening each file for that portion documenting prior Federal Service which will be transferred to Federal Records Center along with a notation regarding individual's Agency employment unless individual has transferred to another Government agency and that Agency has requested the individual's file. The CIA portion of the file will then be forwarded to the

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

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Transactions & Records Branch

* Item 4. Superseded by Item 3 of
Placement Div. Schedule dtd 1 May 68

Item 6 * superseded by Item 6 of
Placement Div schedule dtd 1 May 68



REDACTED

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

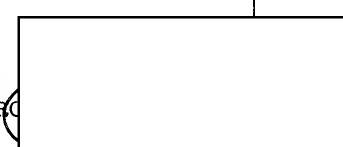
ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5 OFFICIAL PERSONNEL FOLDERS (Cont'd)		SECRET Agency Records Center and destroyed 75 years after birth of employee or 60 years after date of earliest document in the folder if date of birth cannot be ascertained, provided employee has been separated or retired for at least 5 years; or destroy 5 years after death of employee whichever is sooner. (Upon separation [redacted] retire to Agency Records Center in entirety. Upon receipt of notification of termination of [redacted] return folder to active file or handle as true separation as appropriate.)
4.	b. Consists of official folders containing papers which document the employment of native personnel by OO/FBID. Folder includes application for employment, employee agreement, anti-strike affidavit, and personnel actions. Filed by Bureau and alphabetically by name thereunder. APPLICANT CONTROL FILE (see page and see LD) These 3x5 cards are maintained on all individuals who have applied for Agency employment. Card is used for control purposes and charge-outs during active processing and denotes pertinent information such as any security disapproval, special interest and other information of importance regarding the applicant, including date file sent to RID if applicable or job and box	8.0	Temporary. Upon termination of individual's employment, place in inactive file and retire in entirety to Agency Records Center upon accumulation of one foot or more. Retain for same period of time as prescribed in "a" above
4.		7.0	Temporary. Cards will be held two years and destroyed on those files forwarded to RID. All other cards will be destroyed when applicant folder is destroyed EXCEPT for the following which will be retained indefinitely in immediate work area: [redacted]
5.	LOCATOR FILE a. Strip file on all retired official personnel files. Strip contains name, DOB, employee serial no., Records Center job and box number. Used for recalling OFF. Filed alphabetically.	.1	Temporary. Retain in immediate work area until file is no longer at Records Center.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
6.4	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5</p> <p>b. Consists of wheeldex cards maintained on Agency employees past and present containing name of employee, office of assignment, blocking information, etc. Used as reference to PI records and as a guide in answering inquiries of credit reference, salary, etc. Color of card indicates amount of information which may be divulged. Filed alphabetically by name.</p> <p>OFFICIAL APPLICANT FOLDERS (Supersede See note) May, 1968 ed)</p> <p>Consists of official applicant folders on all individuals who have applied for Agency employment. Folder includes various items of information, such as correspondence and resumes, application for employment, report of interview, personal history statement, and request for security clearance. There are three categories as follows:</p> <div style="border: 1px solid black; height: 150px; width: 100%;"></div>	3.6	<p>Temporary. Disposal not authorized. Retain in immediate work area.</p>
7.	<p>SERVICE RECORD CARD FILE (SF-7)</p> <p>Consists of copies of SF-7, Service Record Card, maintained on each staff employee, [redacted] and consultant. File provides picture of over-all organizational segment and shows such</p> <div style="border: 1px solid black; height: 150px; width: 100%;"></div>	312.0	<p>Temporary. Material in official applicant file becomes a part of the official personnel folder should individual enter on duty. Cancelled applicant files will be retained as outlined below. (Should file be recalled because of recontact, it will be done so on a permanent basis.)</p> <p>From time to time files will be retired to Agency Records Center and held for a period of two years. At the end of that time, files will be destroyed.</p> <p>File will be forwarded to RID for disposition at time reject letter is sent to applicant.</p> <p>Retire to Records Center from time to time. Hold for five years and forward to Exec. Asst. to D/Pers. for review. If file is still con-</p> <div style="border: 1px solid black; height: 50px; width: 100%;"></div>
		18.8	<p>Temporary. Disposal not authorized. Upon termination of individual, transfer to inactive file and continue to retain in immediate work area.</p>

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
8.	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5 information as location of employee, vacancies, pending actions, and names of incumbents of positions. File also provides a summarized record of the employee's service. Service record cards on staff employees and staff agents maintained organizationally; service record cards on consultants maintained alphabetically.	.5	
8.	EMPLOYEE INQUIRY AND ACTION FILE Consists of Form 81, Record of Inquiry and Data Released, containing a record of information on employees furnished in response to inquiries directed to the Agency. Filed alphabetically by name.	.5	Temporary. Upon termination of individual, transfer to inactive file and continue to retain in immediate work area for five years. At the end of that time, destroy.
9.	PERIODIC STEP INCREASE SUSPENSE FILE a. Consists of Form 560, Notification of Pay Change, which has been preprinted with name of employee, organizational assignment, and effective date of PSI. b. Consists of machine run listing all individuals by organization due for PSI. This listing accompanies Forms 560.	.2 .5	Temporary. Release to Office of Finance one week prior to effective date of PSI. Temporary. Hold six months and destroy.
10.	PERSONNEL ACTION FILE a. Consists of lists used to transmit copies of Form 1150, Notification of Personnel Action, to Office of Finance. File is in two parts - one consisting of retained copies of the transmittals and the other containing the returned signed copies. (1965 -) b. Consists of all copies of Form 1150.	.1	Temporary. Destroy when three months old.
11.	PROGRAM TAPES These tapes reflect type of action and data needed for computer. These are used in cutting all Forms 1150.	1.0 .8	Temporary. Hold two months and destroy. Temporary. Hold until replaced by new system.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
12.	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5 SERIAL NUMBER LISTINGS <i>SECRET</i>	.5	Temporary. Cut off at end of each year. Destroy one year thereafter.
13.	COURIER RECEIPTS Consists of Form 240, Courier Receipt and Log Record, used to record receipt and dispatch of classified mail.	.1	Temporary. Destroy when three months old.
14.	REFERENCE MATERIAL Consists of Agency regulatory issuances, FPMs, salary tables, machine listings (combined alpha., name changes, and others) as well as miscellaneous material used for background and reference.	13.5	Temporary. Destroy when revised, obsolete, or no longer needed except machine listings which will be returned to Chief, SRB/OP when replaced with new listing.
	APPRO ²⁵  Date Officer		1468.7

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

SECRET

RAMS

31 July 1963

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT : Amendment to Records Control Schedule 40-60,
 Benefits and Services Division/Benefits and
 Counseling Branch

RESCINDS : RCS 40-60, page 26 dtd 10 August 1962

1. Attached hereto is an amendment to Records Control Schedule 40-60, BSD/BCB.

2. Item 3.5 has been added to the schedule in order that Department of Labor files on Bureau of Employee Compensation claims involving Agency personnel may be retired to the Agency Records Center. At the present time this material is in safes, provided by the Agency, at the Department of Labor but storage space is becoming a problem. These cases are sensitive in nature and, since they involve Agency personnel and are therefore classified, must be stored in a secure area. The Department of Labor does not have such a facility.

3. In order that this material may be retired in the very near future, it is requested that you approve the enclosed amendment at the earliest possible date.

4. The rest of the schedule remains unchanged.



RAO/OP

Attachment:

Amendment to RCS 40-60

25X



RECORDS CONTROL SCHEDULE			SCHEDULE NO.	40-60
			CONCURRENCE	25X
OFFICE, DIVISION, BRANCH <i>D.O.D.</i> Personnel, Records and Services Division, Transactions and Records Branch <i>Trans open 6/2 B&G 15 Oct 65 RSD</i>			SIGNAT	
			TITLE	
			Chief, TRB/RSD	
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS	
1	BRANCH SUBJECT FILE Consists of correspondence, reports, and other papers accumulated in the general administration of the activities of the Branch. Filed alphabetically by subject. (1958-1960)	SECRET 1.0	Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter.)	
2	LEAVE RECORD FILE Consists of SF 1137, Leave Record, maintained for each employee of the Branch as a record of leave taken and accrued. Filed alphabetically by surname.	.1	Temporary. Destroy when leave balance is transferred to new card or employee leaves the Division.	
3	OFFICIAL PERSONNEL FOLDER FILE Consists of official personnel folders containing papers which completely document the service of an employee. Each folder consists of two sections; a section comprising permanent documents filed on the right side of the folder, and a section comprising temporary records, filed on the left side of the folder. Filed alphabetically by name. (Current) a. Staff Employee Folders	927.5	<i>9/8/65 fgh</i> (Item 353, RCS 40-57) Temporary. Dispose of in the following manner: 1. Upon true separation. a. Screen and destroy duplicate documents on left side of folder.	

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
3.	<p>OFFICIAL PERSONNEL FOLDER FILE (Continued) Approved For Release 2005/11/21 : CIA-RDP78A00487A000100230003-5</p> <p>SECRET</p> <p>OFFICE OF PERSONNEL - Records Control Schedule 40-60 (Revised)</p> <p>POD/TRB Person [REDACTED] 3</p> <p>Approved: [REDACTED]</p> <p>Date : 11 JUN 03</p> <p>APPROVA [REDACTED] N OFFICER, DDS</p> <p>Approved: [REDACTED]</p> <p>Date [REDACTED]</p>	SECRET	<p>b. File folders alphabetically by name in inactive file.</p> <p>c. Cut off inactive file when no longer required for frequent reference and transfer to Records Center. (Portion of file documenting prior Federal service will be transferred to Federal Records Center 30 days after separation of the employee.)*</p> <p>d. Destroy at Records Center 75 years after birth of employee or 60 years after date of earliest document in the folder if date of birth cannot be ascertained, provided employee has been separated or retired for at least 5 years; or destroy 5 years after death of employee whichever is sooner.</p> <p>2. Upon true separation when employee transfers to another Federal Agency.</p> <p>a. Remove portion of file documenting Agency service and prepare a transcript of service with CIA. The CIA file will be placed in inactive file pending transfer to Records Center.</p> <p>b. File covering prior Federal service (documented to indicate transcripts for CIA service will be available upon request) will be held 30 days pending request from gaining Agency. If no request is received the file will be sent to the Federal Records Center. (This is in accordance with Special Reference Service Agreement dated 14 Sept 1962 signed by Mr. Ev Alldredge, Deputy Asst Archivist for Records Management.)*</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
3	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5</p> <p>OFFICIAL PERSONNEL FOLDER FILE (Continued)</p> <p>SECRET</p> <p>b. Consultants Folders Consists of official folder containing papers which document the affiliation of individuals with Agency as overt consultants. File includes correspondence and related form records pertaining to the justification for consultant, contract and contract agreements, security clearance, and consultants status. Filed alphabetically by name. (Current)</p> <p>c. W.A.E. Folders Consists of official folders containing papers which document the part-time Agency employment of individuals paid on a "when actually employed" basis. Filed alphabetically by name. (Current)</p> <p>d. Control Record - Retired Official Personnel Files Consists of 3 x 2½ Wheeldex cards on Official Personnel Files Retired to the Records Center. Card contains name of the employee, deposit number and box number. The information is used for recalling OPF for temporary loan.</p>	<p>SECRET</p> <p>3. Upon separation to Staff Agent Status.</p> <p>a. File folder alphabetically in inactive file of separated employees.</p> <p>b. Upon receipt of notification of termination of Staff Agent status, return folder to active file or handle as true separation as appropriate.</p> <p>Temporary. Upon termination of consultants services, place folder in inactive file and dispose of as prescribed in disposition instructions for Official CIA Personnel Files.</p> <p>Temporary. Upon final termination of individual's employment place folder in inactive file and dispose of as prescribed in disposition instructions for CIA Official Personnel Files.</p> <p>Temporary. Retain in immediate work area until file is destroyed at the Center.</p>	<p>87A000100230003-5</p> <p>1.0</p>

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Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5 OFFICE OF PERSONNEL - Records Control Schedule 40-60 (Revised)	1	SECRET Approved: _____ Date : 11/2003 Temporary files (Revised 6/10/63)
4.	PERSONNEL FOLDER LOAN REQUEST FILE Consists of copies of Form 198, Certified Request for Loan, and Form 198a, Certified Report of Transfer. These 3" x 5" cards are used in the charge out and control system for Official Personnel Folders. Arranged alphabetically by name. (Current)	.3	Temporary. Destroy upon return of folder to which card relates.
5.	NATIVE EMPLOYEES FOLDER FILE Consists of official folders containing papers which document the employment of native personnel by OO/FBID. Folder includes application for employment, employee agreement, anti-strike affidavit, and personnel actions. Filed by Bureau and alphabetically by name thereunder. (Current)	2.5	Temporary. Upon termination of individuals employment, place folder in inactive Native Employee file and dispose of as prescribed (Item 355, RCS 40-57)
6.	APPLICANT FOLDER FILE Consists of case files on individuals who have applied for employment with the Agency. Folders include application for employment, report of interview, personal history statement, and request for security clearance. Documents from these folders become a part of the Official Personnel Folder upon entrance on duty of individual. File also contains cases on selected "Fulbright" students. Filed alphabetically by name. (Current)	312.0	

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p>Approved For Release 2005/11/21 : CIA-RDP78A00487A000100230003-5</p> <p>SECRET</p> <p>OFFICE OF PERSONNEL - Records Control Schedule 40-60 (Revised)</p>		<p>POD/TRB Personnel File (Revised 6/10/63)</p> <p>Approved: _____</p> <p>Date : <u>11 Jun 63</u></p>
6	APPLICANT FOLDER FILE (Continued)		<p>The files will be retired to Records Center under a single deposit each year between six months and a year after date of last contact. They are to be destroyed 31 December two years from the end of the calendar year in which deposited. (All deposits will be so marked.) If a file is recalled because of recontact with the applicant, it will be deleted from that deposit and redeposited under subsequent deposit as appropriate.</p> <p>The files will be retired to Records Center under a single deposit each year between six months and a year after date of last contact. They are to be destroyed 31 December four years from the end of the calendar year in which deposited. (All deposits will be so marked.) If a file is recalled because of recontact with the applicant, it will be deleted from that deposit and redeposited under subsequent deposit as appropriate.</p> <p>The files will be retired to Records Center once each year in a single deposit during the third year from date of last contract. Five years from date of deposit, the complete deposit is to be returned to OP/POD/TRB for review by OP/POD/QAB to determine whether the files should be retained in a coded status or deleted and destroyed.</p>

SECRET

Approved For Release 2005/11/21 : CIA-RDP78A00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
7	<p>Approved For Release 2005/11/21 : CIA-RDP79-S0487A000100230003-5</p> <p>SERVICE RECORD CARD FILE</p> <p>Consists of copies of SF-7, Service Record Card, maintained on each Staff employee, staff agent, and overt consultant. The file provides a current picture of each Organizational segment and shows such information as location of employees; vacancies pending actions; and names of incumbents of positions. The file also provides a summarized record of the employees service.</p> <p>a. Service Record Cards on staff employees and staff agents. Filed organizationally. (Current)</p> <p>b. Service Record Cards on overt consultants. Filed alphabetically by name. (Current)</p>	<p>SECRET</p> <p>23.0</p> <p>.1</p>	<p>Temporary. Destroy when 10 years old. Upon separation of employee, transfer to inactive file and retain in immediate work area for 10 years.</p> <p>Temporary. Destroy when 10 years old. Upon termination of consultants services, transfer to inactive file and retain in immediate work area for 10 years.</p> <p>Temporary. Destroy when position is cancelled or new strip is prepared.</p>
8	POSITION IDENTIFICATION STRIPS		
9	<p>APPLICANT CONTROL FILE</p> <p>This card file is used for control of Applicant Files during active processing period and shows ultimate disposition of the File.</p> <p>a. 3 x 5 cards are prepared when file is established and is used for Control and Charge-outs during active processing of the applicant.</p>	44.3	<p>Temporary. Destroy upon EOD of the applicant or preparation of Form 37, Record of Destroyed Applicant File.</p>

SECRET

Approved For Release 2005/11/21 : CIA-RDP79-S0487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
9	<p>Approved For Release 2005/11/21 : CIA-RDP2004B7A000100230003-5</p> <p>APPLICANT CONTROL FILE (Continued)</p> <p>b. Interview Report Card.</p> <p>c. Form 37, Record of Destroyed Applicant File</p> <p>d. Form 38, Contact Letter Control</p>	<p>SECRET</p>	<p>Temporary.* Screen cards in file and destroy all except those which contain sufficient information to indicate:</p> <ul style="list-style-type: none"> (1) a possible security problem (2) a marked personality problem (3) that applicant possessed potential qualifications or abilities required by the Agency. <p>Temporary.* Screen cards in file and destroy all except those which indicate:</p> <ul style="list-style-type: none"> (1) security disapproval (2) medical disapproval (3) panel disapproval (4) high-level interest, either inside or outside Agency <p>Temporary. Destroy when 3 months old if no reply to correspondence has been received.</p>
10	<p>APPLICANT TICKLER FILE</p> <p>Consists of 3" x 5" cards prepared on selected applicants and used as a follow-up. The cards are prepared in response to requests from offices which desire to have an applicant's folder forwarded at a specified future date. Filed chronologically by date of follow-up. (Current)</p>	.1	<p>Temporary. Destroy after folder has been forwarded to appropriate office.</p>

* The cards retained will be destroyed at end of 10 years.

SECRET

Approved For Release 2005/11/21 : CIA-RDP2004B7A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
11	Approved For Release 2005/11/21 : CIA-RDP78A000487A000100230003-5 EMPLOYEE LOCATOR FILE - Wheeldex Consists of cards maintained on employees of the Agency containing name, office to which assigned, etc. Cards are used as basic reference to PI records in locating office of assignment and as a guide in answering inquiries on credit references, salary, etc. The color of the card indicates the amount of information which can be divulged. Filed alphabetically by name.	6.0 SECRET	Temporary. Disposal not authorized; retain in current files area indefinitely.
12	EMPLOYEE INQUIRY AND ACTION FILE Consists of Form 81, Record of Inquiry and Data Released, containing a record of information on employees furnished in response to inquiries directed to the Agency. Used to determine what information has been furnished previously. Filed alphabetically by name. (1956-1960)	4.0	Temporary. Destroy when 10 years old. Cut off file at end of each year; retire to Records Center 1 year thereafter. This file is to be made available to authorized members of Central Cover Division upon request.
13	PERSONNEL ACTION FILE (Status Unit) Flex-o-writer tapes which are cut when Personnel Action is prepared for use in automatically pre-printing subsequent action on an employee. These tapes contain personnel data which will be transcribed to the "From" section on the personnel action change. Tapes are placed in a special holder and filed alphabetically. (1958-1960)	8.0	Temporary. Destroy upon preparation of new tape.

SECRET

Approved For Release 2005/11/21 : CIA-RDP78A000487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP87A000100230003-5		
14	PERSONNEL ACTION TRANSMITTAL FILE Consists of lists used to transmit copies of Form 1150, Notification of Personnel Action, to the Office of the Comptroller. The file is in two parts; one consisting of retained copies of the transmittals and the other containing the return signed copies. (1959-1960)	1.0	Temporary. Destroy when 6 months old.
15	POSITION INVENTORY SUBJECT FILE Consists of correspondence, reports, and other papers accumulated in the general administration of the Position Inventory Section. Filed alphabetically by subject. (1958-1960)	1.8	Temporary. Destroy when 2 years old. Cut off at end of each year; destroy 2 years thereafter.
16	PERIODIC STEP INCREASE SUSPENSE FILE Consists of Form 560, Notification of Pay Change which has been pre-printed with name of employee, organizational assignment and the effective date of the PSI. These forms are retained and released to the appropriate Pay Roll Section for processing the PSI at a specified time. A listing by organization is also received with the pre-printed forms.	.5	Temporary. Hold two months, then release to Pay Roll Section, Office of the Comptroller unless otherwise instructed. The IBM listings are destroyed 2 months after effective date of the PSI.
17	IBM ROSTERS FOR BACKGROUND WORKING FILES Consists of special lists, rosters, etc., which are used by TRB as reference material in accomplishing the responsibilities of the Branch. These rosters consist of such items as: Name Change Listings, Combined Alphabetical Rosters, Position Control Register, Organizational Codes, Accessions and Separations, etc.	2.0	Temporary. Destroy when superseded or obsolete.

RECORDS CONTROL SCHEDULE				SCHEDULE NO.	40-60
					CONCURRENCE
				SIGN	
				TITLE	25X
OFFICE, DIVISION, BRANCH Personnel, Records and Services Division, Transaction and Records Branch, Correspondence Section				<i>Jan 1960 1 Oct 60 B&W AD</i> <i>Chief, Corres. Sec.</i>	
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS		
1	CORRESPONDENCE SECTION SUBJECT FILE Consists of correspondence, reports and other papers accumulated in the general administration of the activities of the Branch. Filed by subject. (1958-1960)	SECRET 1.0	Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter.)		
2	CORRESPONDENCE FILE Consists of one copy of each letter prepared by the Section in the performance of its correspondence function for the Office of Personnel. This correspondence is of a routine nature, such as notifications of processing, requests for additional information, and notice of rejection. These copies are maintained for convenience of reference, the record copy being maintained in the appropriate case file. Filed in two categories (applicant cases and processing cases), and alphabetically thereunder by name of addressee. (1959-1960)	6.0	Temporary. Destroy when 6 months old. (Maintain a 6 month level; thereafter destroy oldest month after filing current month.)		
3	SELECTED CORRESPONDENCE FILES Consists of copies (in addition to those in the Correspondence File) of correspondence selected for possible later use as guides in the preparation of similar letters. The majority of this correspondence was prepared for personnel signature of the Director of Personnel, the DCI and DDCI. Filed chronologically. (1958-1960)	.5	Temporary. Destroy when no longer needed for reference purposes.		

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4	SAMPLE BOOKS Approved For Release 2005/11/21 : CIA-RDP78A00487A000100230003-5	4.0	Temporary. Destroy when superseded or obsolete. SECRET
5	ACTIVITY REPORTS FILE Consists of daily, weekly, and monthly Branch activity reports. The daily report serves as a worksheet for the preparation of the weekly report which is in turn summarized in the monthly report. Filed by type of report and chronologically thereunder. (1959-1960)	.4	Temporary. Destroy daily reports every 3 months; destroy weekly and monthly reports when no longer needed for reference purposes.
6	FLEXOWRITER TAPES Consists of Flexowriter tapes used in preparing routine letters. Also includes some Robotyper rolls used for the same purpose. Arranged numerically by code number assigned to each letter. (Current)	2.0	Temporary. Destroy when superseded or obsolete.
7	LIBRARY MATERIAL Consists of bound library books, dictionaries, guides, manuals, etc., maintained for reference purposes.	2.0	Temporary. Return to Library when no longer needed for reference purposes.
8	REFERENCE PUBLICATIONS FILE Consists of published material such as CIA Regulations and Notices, OP Memorandums, and similar reference material.	1.0	Temporary. Destroy when no longer needed for reference purposes. SECRET

Approved For Release 2005/11/21 : CIA-RDP78A00487A000100230003-5

RECORDS CONTROL SCHEDULE		SCHEDULE NO.	
		40-60	
OFFICE, DIVISION, BRANCH Personnel, Personnel Operations Division Recruitment Branch Professional 1-25-63-CD.		SIGN	
		TITLE	11-1960
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	BRANCH SUBJECT FILE Consists of correspondence, reports, and other papers pertaining to the operation of a recruitment activity in the specialized profession, technical, [redacted] and JOT Program. (1958-1960)	2.0	Temporary. Destroy when 3 years old. (Cut off at end of each year; transfer to the Records Center 1 year thereafter.) (Item 91, RCS 40-57)
2	CONVENIENCE FILE (Reading) Consists of extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically. (1958-1960)	.5	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter).
3	ADMINISTRATIVE ISSUANCES FILE Consists of copies of CIA Regulations and Notices, POD, SRB memorandums. Filed chronologically or numerically as appropriate.	1.0	Temporary. Destroy when superseded or obsolete.
4	PERSONNEL REQUISITION FILE Consists of copies of Form 1078, Personnel Requisition Inventory Card. These 3 x 5 cards represent recruitment requests initiated by the various Offices and are used in furnishing copies to recruiters to serve as guides for recruiting. Arranged by requesting office and numerically thereunder. (1958-1960)	.5	Temporary. Destroy when request is filled or cancelled.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP47A000100230003-5		
5	<p>UNIVERSITY CONSULTANT FILES</p> <p>Consists of case files on consultants affiliated with colleges and universities. Contain justification for consultant, personal service contract, request for personnel action, travel voucher, travel expense record, and related correspondence. This information is utilized in the administration of consultants who serve as referral agents or "spotters" in the search for promising students for possible Agency employment. Filed alphabetically by surname.</p> <p>(Current)</p>	1.0	<p>Temporary. Destroy 5 years after termination of services. (Place in inactive file upon termination of services and destroy 5 years thereafter unless file is reactivated).</p>
6	<p>UNIVERSITY CONSULTANTS SUBJECT FILE</p> <p>Consists of correspondence, reports, and other papers pertaining to the utilization of university consultants including recommendations for FY 1960. This file is related to the above item and contains subject matter too broad to be filed individual consultant. Filed by subject.</p>	.2	<p>Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)</p>
7	<p>UNIVERSITY LEAD/SOURCE FILE</p> <p>Consists of case files on colleges and universities. Contains correspondence, reports of interview, reports of contact on leads or sources, and other papers pertaining to the utilization of specific college leads and sources. Filed alphabetically by name of college.</p> <p>(1957-1960)</p>	4.0	<p>Temporary. Destroy when 3 years old. (Cut off at end of each year; transfer to the Records Center 1 year thereafter.) (Item 101, RCS 40-57)</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
8	Approved For Release 2005/11/21 : CIA-RDP78A000100230003-5 REPORT OF INTERVIEW FILE	.10	Temporary. Destroy when 3 years old. (Cut off at end of each year; transfer to the Records Center 1 year thereafter. (Item 105, RCS 40-57))
9	INDICES CHECK FILE	.1	Temporary. Destroy 3 years after receipt of completed request. (Cut off "completed" file at end of each year; destroy 3 years thereafter.)
10	LANGUAGE TEST FILE	1.5	Temporary. Destroy when superseded or obsolete.
11	RECRUITER' ACTIVITY FILE	.5	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
12	Approved For Release 2005/11/21 : CIA-RDP78-A00487A000100230003-5 RECRUITERS' TRAVEL FILE Consists of case files on recruiters travel. Includes travel orders, travel vouchers, mileage work sheets, statement of accounts, requests for advance of funds, and related papers. Filed alphabetically by surname of recruiter. (1958-1960)	.1	Temporary. Destroy when no longer needed for reference purposes.
13	PERSONNEL FOLDER LOG Consists of 3 x 5 cards which contain a record of the receipt and dispatch of Personnel Folders charged to the Branch. (1957-1960)	.1	Temporary. Destroy when 1 year old. Cut off at end of each year; destroy 1 year thereafter.)
14	RECRUITERS' WORKING FILES Consists of copies of correspondence, interviews, tests, college brochures, regulations, newsletters, and other papers collected and maintained by individual recruiters. Files maintained for background information and reference purposes. Filing arrangement varies with each file. (1957-1960)	1.0	Temporary. Destroy when no longer needed for reference purposes.

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SECRET

RECORDS CONTROL SCHEDULE 2005/11/21 : CIA-RDP78-00487A000100230003-5		SCHEDULE NO. 40-60	
OFFICE, DIVISION, BRANCH <i>Recruitment</i> Personnel, Personnel Operations Division, Field Recruitment Branch, Clerical Section <i>Physical</i>		51 T1 <i>6/24/60</i>	
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	SECTION SUBJECT FILE Consists of correspondence, directive reports, and other papers pertaining to the operation of a recruitment activity for Agency clerical positions . Filed alphabetically by subject.	1.0	Temporary. Destroy when 3 years old. (Cut off at end of each year; transfer to the Records Center 1 year thereafter.) (Item 114, RCS 40-57)
2	APPLICANT SUSPENSE FILE Consists of case files on possible employees. Includes Form 1152a, Request for Personnel Action; Form 377, Request for Security Clearance; Form 444 Personal History Statement, and related papers. Serves as a suspense file until determination is made as to whether or not individual is an active candidate for employment. Filed alphabetically by name of recruiter and thereunder by surname of applicant. (1959-1960)	.7	Temporary. Transfer to CAB if individual is active candidate for employment or returned inactive to R & SD; destroy all others.
3	REPORT OF INTERVIEW FILE Consists of Form 182, Report of Interview, memorandums and related papers which provide a record on each contact interviewed and the disposition of each case. Filed alphabetically by recruiter and by name thereunder by name of contact. (1959-1960)	1.0	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4	RECRUITERS' WORKING FILE Approved For Release 2005/11/21 : CIA-RDP78A000100230003-5	.6	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
5	RECRUITERS' ORIENTATION FILE Contains pertinent memorandums, directives, qualification standards, guide lines, salary rates, recruitment publicity, instructions and blank forms used in field recruitment. This material is prepared in sets of 12 to 15 copies for use in recruitment conferences and in orienting new recruiters. (Current)	1.0	Temporary. Destroy when superseded or obsolete.
6	CONVENIENCE FILE (Reading) Consists of extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically. (1958-1969)	.4	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
7	REFERENCE PUBLICATIONS FILE Consists of published materials such as regulations, notices, handbooks, OPM's, etc. maintained for reference purposes.	1.0	Temporary. Destroy when superseded or obsolete.
8	LEAD/SOURCE FILES Consists of 5x8 card files giving data on sources used in recruitment of personnel. Filed alphabetically by state and thereunder alphabetically by city and source. (Current)	4.0	Temporary. Additional information added annually. Destroy when obsolete.

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<i>Records over 1 year old</i> RECORDS OVER 1 YEAR OLD <i>11/21/2005</i> <i>11/21/2005</i> <i>CIA-RDP78-A00487A000100230003-5</i>			SECRET	SCHEDULE NO. 40-60 <i>40-60</i>
OFFICE, DIVISION, BRANCH <i>Personnel, Personnel Operations Division, Departmental Recruitment Branch Washington Office</i>			SIGNATURE	<i>1/24/60</i>
ITEM NO. FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)			VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	REPORT OF INTERVIEW FILE Consists of Form 182, Report of Interview, Form 182a, VITA, and related papers which provide a record of all applicants interviewed and the disposition of each case made by the Branch. The file contains copies of Form 182 on applicants who are acceptable, and Form 182a on those rejected. Filed alphabetically by surname. (1958-1960)	8.0	Temporary. Destroy when 2 years old. Cut off at end of 1 year, destroy 1 year thereafter.	
2	PERSONNEL REQUISITION FILE Consists of copies of Form 1078, Personnel Requisition Inventory Card. These 3 x 5 cards represent recruitment requests initiated by the various offices and serve as a guide for recruiting. Consists of three sets filed by serial number, unit code, and specialization code. (Current)	.3	Temporary. Destroy when cancelled or superseded.	
3	APPLICANT FOLDER LOG Record of the receipt, and dispatch of all applicant folders charged to the Branch. Contains name of applicant, name of requestor, disposition, and date. Filed alphabetically by name of applicant. (1957-1960)	.2	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)	

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4	Approved For Release 2005/11/21 : CIA-RDP78A00487A000100230003-5 TIME AND ATTENDANCE FILE Consists of a record of overtime worked and leave taken by employees of the Branch. Filed alphabetically by surname. (1958-1960)	.2	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
5	RECRUITERS' WORKING FILES Consists of copies of correspondence, regulations, notices, statistical reports, test material, and other papers collected and maintained by individual recruiters. Files maintained for background information and reference purposes. Filing arrangement varies with each file.	2.0	Temporary. Destroy when no longer needed for reference purposes.
6	REFERENCE PUBLICATIONS FILE Consists of published material such as CIA Regulations and Notices, PPD Memorandums and Newsletters, and brochures.	2.4	Temporary. Destroy when no longer needed for reference purposes.
7	LIBRARY MATERIAL Consists of bound library books, dictionaries, guides, manuals, etc. maintained for reference purposes.	.4	Temporary. Return to Library when no longer needed for reference purposes.

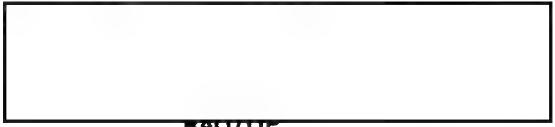
Approved For Release 2005/11/21 : CIA-RDP78A00487A000100230003-5

3 May 1966

MEMORANDUM FOR: CIA Records Administration Officer
SUBJECT : Name Change and Transfer of Clerical Assignment
Branch, PD/OP
REFERENCE : Records Control Schedule 40-64

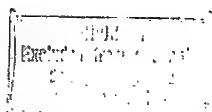
Effective 20 April 1966 the Clerical Assignment Branch was transferred to the Recruitment Division and was redesignated the Clerical Staffing Branch. It is requested that this change be reflected on Records Control Schedule 40-64.

25X



RAO/UR

Distribution:
Orig & 1 - Addressee



~~SECRET~~

Sde 40-64

8 May 1964

MEMORANDUM FOR: CIA Records Administration Officer

THROUGH : Chief, Personnel Operations Division/OP

SUBJECT : Records Control Schedule 40-64 for OP/POD/Statistical Reporting Branch

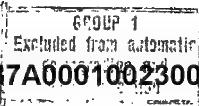
RESCINDS : Records Control Schedule 40-60, pages 112-117

1. Attached hereto is Records Control Schedule 40-64 for OP/POD/Statistical Reporting Branch.
2. This schedule was rewritten to reflect the current categories of records maintained by the branch. Disposition instructions on certain items have been changed where deemed appropriate. Since the Statistical Reporting Branch is the office of record of all Agency statistical material, permanent retention has been made of certain items.
3. It will be necessary to recall two of the jobs presently stored at Records Center for review and resubmission where necessary upon approval of this schedule since categories with different disposition instructions are presently stored under the same job number. In order to accomplish this, your approval of this schedule would be appreciated as soon as possible.

25X

RAO/OP

Attachment:
RCS 40-64 for OP/POD/SRB



RECORDS CONTROL SCHEDULE		SCHEDULE NO.	RMS
Approved For Release 2005/11/21 : CIA-RDP78-A00487A0023003-5		1003-10023003-5	25X
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	DIVISION SUBJECT FILES <ul style="list-style-type: none"> a. Consists of inter-office memoranda, monthly statistical reports as well as special reports and studies, Agency recruitment advertisements and current working papers pertaining to the over-all operation of recruitment including the JOT and one-hundred universities programs. (1960 -) b. Consists of requests for administrative services, budgetary estimates, chrono files and other routine administrative material. 	11.7	Temporary. Screen periodically. Retain in current files area as long as needed.
2.	APPLICANT SUSPENSE FILE <ul style="list-style-type: none"> a. Consists of case files on applicants that have been referred to recruiters for further information. Filed alphabetically by recruiter. (Current) b. Consists of 5x8 cards which contain a record of receipt and dispatch of applicant files charged to the division. c. Consists of 3x5 abstract slips which serve as cross reference to 2b. These abstracts are filed by office of interest. d. Consists of 3x5 abstract slips which serve as [redacted] these abstracts are file 	2.0 3.0 .7 .2 .1	Temporary. Destroy when two years old. Temporary. Upon receipt of all information from recruiter, return file to interested component. Temporary. Destroy upon cancellation or entrance on duty. Temporary. Destroy when one year old. Temporary. Destroy when two years old.

APPROVED *[Signature]*

Approved For Release 2005/11/21 : CIA-RDP78-A00487A0023003-5

GROUP 1
Excluded from automatic

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
3.	REPORT OF INTERVIEW FILE a. Consists of Form 1667a, Report of Interview, prepared by recruiter on each candidate that has completed application forms. This file provides a record of all recommended candidates. Filed alphabetically by applicant's name. b. Consists of Form 1667b, VITA, used by Washington Recruitment Office in interviewing all applicants. Filed alphabetically by applicant's name.	11.8	Temporary. Cut off each year. Destroy when two years old.
4.	RECRUITMENT REQUISITION FILE Consists of Form 1078, Recruitment Requisition. This form is used in furnishing recruiters guides for recruiting. Filed by office.	.2	Temporary. Destroy upon receipt of application forms. Otherwise, destroy after eighteen months.
5.	UNIVERSITIES PROGRAM FILE a. Consists of case files on university associates. Files contain justification for associate, personal service contract, request for personnel action, travel vouchers, travel expense records, and related correspondence. Filed alphabetically. b. One hundred universities reports consist of requirements, background information as well as final report prepared by associates and senior Agency officials evaluating various colleges and universities. Filed by geographic location.	1.5	Temporary. Upon termination of associate, forward file to OP/File Room for disposition.
6.	RECRUITER FILES a. Consists of correspondence, memoranda, and other papers pertaining to field activities of individual recruiter. Filed alphabetically.	.5	Temporary. Retain one master copy of every report in current files area. Destroy extra copies upon issuance of new report.
			Temporary. Screen upon reassignment or termination of recruiter. Destroy material no longer needed. Transfer remainder of material to appropriate file.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/20 : CIA-RDP78-00487A000100230003-5 b. Consists of travel case files on recruiters. Included are travel orders, vouchers, statement of accounts, requests for advance of funds and related papers. Filed alphabetically. c. Consists of logistical files for each recruiter. Included in this file is all equipment and supplies charged to each individual. d. Consists of Form 548, Recruitment Cost Activity Record, on each recruiter. This form reflects the productivity and expense record of each recruiter. Monthly reports are furnished to Chief, PRD from this information.	.8 .2 .2	Temporary. Destroy material more than two years old. Temporary. Screen upon reassignment or termination of recruiter. Destroy material no longer needed. Transfer remainder of material to appropriate file. Temporary. Destroy one year after termination of individual.
7.	LEAD/SOURCE FILE Consists of case files on colleges and universities, technical, secretarial and high schools. Contain correspondence, reports of contact and other papers pertaining to the utilization of specific leads and sources.	2.6	Temporary. Screen periodically. Destroy material no longer needed.
8.	SPECIAL INTEREST FILE Consists of 3x5 cards on individuals who are referred to the Agency by Congressmen, the White House, and other high echelon requiring special attention. (1961 -)	.2	Temporary. Hold in current files area.
9.	STANDBY RESERVE FILE Consists of 3x5 card file with pertinent data on former Agency employees with a speciality who may be contacted in case of national emergency. Filed by recruiter and alphabetically thereunder.	.1	Temporary. Hold in immediate work area.
10.	MACHINE LISTING - Job 157 Consists of information with regard to applicants in process.	.7	Temporary. Retain for six months and destroy.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
11.	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5</p> <p>TEMPORARY FIELD SECRETARIES FILE</p> <p style="text-align: right;">SECRET</p> <p>Consists of case files on individuals being processed for employment in [redacted] offices as well as files on individuals presently employed.</p> <p>(Current)</p>	.5	Temporary. Upon cancellation or termination of individual, forward file to CPD for its disposition.
12.	HANDICAP MATERIAL	.5	Temporary. Screen periodically. Destroy material which has been superseded, obsolete, or no longer needed.
13.	REFERENCE MATERIAL	7.2	Temporary. Return library books to OCR Library when no longer needed. Destroy other material when superseded, obsolete, or no longer needed.
		46.5	

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
3.	<p>Approved For Release 2005/11/21 : CIA-RDP78A00487A000100230003-5</p> <p>OFFICIAL PERSONNEL FOLDER FILE (Continued)</p> <p><i>Revised.</i></p> <p><i>Under advisement for transfer.</i></p> <p><i>Deleted</i></p>	<p>SECRET</p>	<p>b. File folders alphabetically by name in an inactive file.</p> <p>c. Cut off inactive file at end of each year and transfer to Records Center 1 year thereafter. (<u>Portion of file documenting prior Federal service will be transferred to Federal Records Center 30 days after separation of the employee.</u>)*</p> <p>d. Destroy at the Records Center 75 years after birth of employee or 60 years after date of earliest document in the folder if date of birth cannot be ascertained, provided employee has been separated or retired for at least 5 years; or destroy 5 years after death of employee whichever is sooner.</p> <p>2. Upon true separation when employee transfers to another Federal Agency.</p> <p>a. Remove portion of file documenting Agency service and prepare a transcript of service with CIA. The CIA file will be placed in inactive file pending transfer to Records Center.</p> <p>b. <u>File covering prior Federal service and transcript covering CIA service will be held 30 days pending request from gaining Agency. If no request is received, the file will be sent to Federal Records Center.*</u></p> <p>*NOTE: Underlined portion is procedure now being followed by OP, however, this is still under advisement by the Records Management Staff.</p>

Approved For Release 2005/11/21 : CIA-RDP78A00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
3	OFFICIAL PERSONNEL FILES FOR Release (2005/11/21): CIA-RDP78A00487A000100230003-5 <i>See: POD - James R. Bond Branch</i> <i>Received 6-11-63</i> <i>of Pers.</i> <i>6/13</i> <i>R.D.</i>	SECRET	<p>b. File folders alphabetically by name in an inactive file.</p> <p>c. Transfer to the Agency's Records Center 30 days after separation.</p> <p>d. Destroy at the Records Center 75 years after birth of employee or 60 years after date of earliest document in the folder if date of birth cannot be ascertained, provided employee has been separated or retired for at least 5 years; or destroy 5 years after death of employee whenever is sooner.</p> <p>2. Upon true separation when employee transfers to another Federal Agency.</p> <p>a. Remove portion of file documenting Agency service and prepare a transcript of service with CIA. The CIA file will be placed in inactive file pending transfer to Records Center.</p> <p>b. File covering prior Federal service and transcript covering CIA service will be held 30 days pending request from gaining Agency. If no request is received the file will be sent to CIA Records Center.</p>

SECRET

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4	<p style="text-align: center;">Approved For Release 2005/11/21 : CIA-RDP78-A00487A000100230003-5</p> <p>PERSONNEL FOLDER LOAN REQUEST FILE</p> <p>Consists of copies of Form 198, Certified Request For Loan, and Form 198a, Certified Report of Transfer. These 3" x 5" cards are used in the charge out and control system for Official Personnel Folders. Arranged alphabetically by name. (Current)</p>	SECRET	.3 Temporary. Destroy upon return of folder to which card relates.
5	<p>NATIVE EMPLOYEES FOLDER FILE</p> <p>Consists of official folders containing papers which document the employment of native personnel by OO/FBID. Folder includes application for employment, employee agreement, anti-strike affidavit, and personnel actions. Filed by Bureau and alphabetically by name thereunder. (Current)</p>	2.5	Temporary. Upon termination of individuals employment, place folder in inactive Native Employee file and dispose of as prescribed for Official Personnel Files. (Item 355, RCS 40-57)
6	<p>APPLICANT FOLDER FILE</p> <p>Consists of case files on individuals who have applied for employment with the Agency. Folders include application for employment, report of interview, personal history statement, and request for security clearance. Documents from these folders become a part of the Official Personnel Folder upon entrance on duty of individual. File also contains cases on selected "Fulbright" students. Filed alphabetically by name. (Current)</p>	338.0	Temporary. Screen annually and destroy those indicating a period of 2 years since date of last interest, except those whose qualifications have been coded or those with a suspense notation for retention due to security, medical or congressional interest factors, which will be destroyed 5 years after date of last contact unless otherwise noted. (Item 356, RCS 40-57)

SECRET

14 May 1968

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT : Records Control Schedule 40-68 for Placement Division, Office of Personnel

RESCINDS : Records Control Schedule 40-64 for OC/POD/OP ✓
Records Control Schedule 40-64 for PB/POD/OP ✓
Records Control Schedule 40-64 for TRB/CD/OP,
Items 4 and 6 only

1. Attached hereto is revised Records Control Schedule for Placement Division, Office of Personnel.

2. The Placement Division schedule was rewritten to reflect the up-to-date functions of the branch, including the recent transfer of the applicant files, and to combine schedules formerly maintained at the branch level. At present the division is comprised of the following offices:

Applicant Selection Branch
Correspondence and Applicant Files Branch
CTP Selection Branch
Employee Assignment Branch

3. Early approval of this schedule will be appreciated.

RAO/OP

Attachment:

RCS 40-68 for
Placement Division/OP

25X

APPROVED:

CIA Records Administration Officer

Date

25X

17 May 1968

1st b7c b8

RAF

RECORDS CONTROL SHEET 2005/11/21 : CIA-RDP78-A00487A000100230003-5			SCHEDULE NO. 10023000345	APPROVALS RMS
OFFICE, DIVISION, BRANCH Office of Personnel/Salary & Wage Division Position Mgt and Compensation Dir			CONCURRENCE	25X
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS	
1.	DIVISION SUBJECT FILES a. Consists of policy planning documents, reports, staff studies, and other papers used in the administration of the Salary & Wage Division. Included in this file is correspondence, copies of directives and laws involving supergrade positions, wage administration and the Agency's program of position evaluation. b. Consists of weekly activity reports prepared by branches containing statistics on position audits, T/O changes, etc. as well as chrono files, requests for administrative support and services and other routine matters. (1963 -)	10.3 3.5	Temporary. Screen periodically. Retain material of continuing need in immediate work area until no longer needed for current reference. Retire to Records Center and hold for five years. Then return to originator for review and resubmission if necessary. Temporary. Cut off annually. Destroy one year thereafter.	
2.	POSITION DESCRIPTION FILE a. Consists of Forms 387 and 2139, Position Description forms, on all positions, including supergrade. Filed organizationally and by grade thereunder. (Current) b. Job Information File consists of correspondence relating to position descriptions, including requests for upgrading, transfers, etc. as well as background information such as job comparisons and statistics. Filed organizationally and chronologically.	32.5 13.3	Temporary. When position is abolished or description becomes obsolete, destroy extra copies. Place obsolete job description in inactive file and hold for five years. Destroy at the end of this time. Temporary. Cut off annually. Retire to Records Center when five years old and hold for five additional years. At the end of this time material will be returned to originator for review and resubmission if necessary.	

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
3.	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5 POSITION AND QUALIFICATION STANDARDS FILE		
	a. Consists of "Occupational Handbook of Classification Titles and Codes." Handbook was developed to serve as a working media for assignment of standard titles and codes to Agency positions for the occupational coding of employee qualifications and as a reference to position statistics. Arranged by occupation code number. Also included are reproduction negatives for the occupational handbook.	3.0	Temporary. Retain one copy for historical purposes. Destroy remaining copies when reissued.
	b. Consists of copies of Agency position and qualification standards. These standards were developed to serve as working guides for determination of title, occupational code, grade of Agency position and for determination of appropriate qualifications of individuals assigned to positions. Arranged by occupational code number.	1.5	Temporary. Hold in current files area indefinitely.
4.	MACHINE LISTINGS	1.0	Temporary. Destroy upon receipt of new listing.
	a. Consists of information on Agency grade utilization and number of incumbents in each grade. Listing is used for comparison of grade structure in this Agency with that of other agencies and for preparation of statistics on grade average by position.		
		.5	Temporary. Destroy upon receipt of new listing.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5</p> <p>c. Contains information which identifies the position number, organizational location, and classification of each position on the Agency T/O. Maintained to facilitate reference to Agency positions and for assigning numbers to new positions.</p> <p>d. Consists of Agency Position Control Register which contain rosters of approved Agency positions and names of incumbents. Published monthly. Distributed quarterly.</p> <p>e. Listing of supergrade positions used in furnishing information to Deputy Directors and Director of Personnel on utilization and status of each position. Filed organizationally and chronologically.</p>	.2	Temporary. Destroy upon receipt of new listing.
5.	STAFFING COMPLEMENT CHANGE AUTHORIZATION, FORM 261	3.3	Temporary. Retain six months and destroy.
	<p>a. Consists of signed copies of Form 261 along with authorizing document. Filed by office chronologically. (1961 -)</p> <p>b. Consists of a loose-leaf binder containing a record of the receipt and dispatch of Form 261. Filed chronologically.</p>	.2	Temporary. Disposal not authorized. Hold in immediate work area indefinitely.
6.	SURVEY REPORTS FILE	4.5	Permanent. Place in file of completed requests upon final authorization. Upon accumulation of one foot of completed requests two years or older, retire to Records Center.
	<p>Survey reports file consists of working papers, functional statements, analysis of position grade structures and position titles, brief statements of duties and responsibilities as well as SWD recommendations. Actual report is used as reference and serves as a basis for preparation of position descriptions. Filed alphabetically by office.</p>	.1	Temporary. Destroy when one year old.
		5.0	Temporary. Screen upon completion of survey and destroy working papers. Reports will be held in immediate work area until complete report is replaced by current material at which time superseded report will be destroyed.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
7.	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5 WAGE ADMINISTRATION FILE Consists of copies of wage schedules, copies of notifications of approval of schedules, lists of pay rates forwarded to [redacted] and related correspondence. Information includes locality wage rates for specific occupations such as trade or craft, consultants, indigenous labor, etc. Wage schedules are reviewed and approved for Agency use. Filed organizationally. (1954 -)	3.0	Temporary. Destroy extra copies when superseded or obsolete. Retain one copy for reference purposes of all schedules which will be retired to Records Center when at least six years old. Hold at Records Center for twenty years and return to originator for review and disposition.
8.	REFERENCE MATERIAL Consists of library books, Agency regulatory issuances as well as OP memoranda, the FPM, CSC position classification standards, material relating to supergrade structure in other Government agencies as well as other guides used as background and reference.	46.8	Temporary. Library books should be returned to OCR when no longer needed. Destroy other material when obsolete, superseded or no longer needed.
		128.7	

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RECORDS CONTROL SCHEDULE			SCHEDULE NO. 487A000100230003-5	40-60 ALL INFORMATION	25X
OFFICE, DIVISION, BRANCH			TITLE	DATE	
Personnel, Salary and Wage Division, Intelligence and Support Branch			<i>for c/ISB</i>	<i>7/1/60</i>	
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS		
1	BRANCH SUBJECT FILE Consists of correspondence, reports, studies, wage board reference material, and other papers accumulated in the general administration of a program of position evaluation and wage administration for the DDS & DDI Area. Filed alphabetically by subject. (1958-1960)	SECRET 1.5	Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter except current policies and procedures which will be placed in current files.)		
2	CONVENIENCE FILE (reading) Consists of extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically. (1958-1960)	.3	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)		
3	TABLE OF ORGANIZATION FILES Consists of extra copies of the Agency T/O Position Evaluation Officers used as working copies. The T/O's are used for reference to official position titles, position numbers, unit strength, etc. Authorized changes to the T/O's are noted on these copies for use in verifying the revised T/O. (current)	2.0	Temporary. Destroy upon verification of revised T/O.		

SECRET

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4	<p style="text-align: center;">Approved For Release 2005/11/21 : CIA-RDP78A00487A000100230003-5</p> <p>SECRET</p> <p>POSITION DESCRIPTION FILES</p> <p>Consists of Form 307, Position Description, with related correspondence and reports. The files contain the record copy of the description and other information on each position in the DD/S and DD/I area.</p> <p>a. Current Files. Consists of the current position descriptions and related papers maintained by the individual position evaluation officer. Filed organizationally and by position number thereunder. (1952-1960)</p> <p>b. Obsolete Files. Consists of the position descriptions removed from the above file. Filed organizationally and by position number thereunder. (1958-1960)</p>	14.0	Temporary. When position is abolished or description becomes obsolete, place in Obsolete File and destroy related papers.
5	<p>POSITION NUMBER REGISTER</p> <p>Consists of machine listings containing information which identifies the position number, organizational location, and classification of each position on the Agency T/O. Files are maintained to facilitate reference to Agency positions and for assigning numbers to new positions.</p>	.1	Temporary. Disposal not authorized. Retain 1 copy of all superseded descriptions and descriptions of positions abolished after September 1, 1950. Retire to Records Center when 1 year old. (Item 257b and 270b RCS 40.57)

SECRET

Approved For Release 2005/11/21 : CIA-RDP78A00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5 SECRET		
6	POSITION EVALUATION SURVEY FILES Consists of correspondence, survey reports, functional statements, drafts, etc., accumulated by the Position Evaluation Officers while conducting surveys. Information includes analysis of position grade structures position titles, statements of duties and responsibilities, etc. Files serve as reference and as a basis for preparation of Form 387, Position Description. Filing arrangement varies with each file. (1958-1960)	3.0	Permanent. Disposals not authorized. Cut off file at end of each year. Retire to Records Center 2 years thereafter.
7	POSITION EVALUATION OFFICER'S WORKING FILES Consists primarily of copies of correspondence on special projects, office notices, pamphlets etc., not contained in the survey files. These files are maintained by the Position Evaluation Officers for reference purposes. Filing arrangement varies with each file. (Current)	6.5	Temporary. Destroy when superseded or obsolete.
8	WAGE ADMINISTRATION FILE (WA Type) Consists of copies of wage schedules, copies of notifications of approval of schedules, lists of pay rates forwarded to field offices, and related correspondence. Information includes locality wage rates for specific occupations such as trade or craft, consultants, indigenous labor, etc. Wage Schedules are reviewed and approved, for Agency use. Filed by geographic area. (1953-1960)	2.5	Temporary. Destroy when superseded or obsolete.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5
SECRET

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP7A100230003-5 SECRET		
9	<p>REFERENCE PUBLICATION FILE</p> <p>Consists of published material such as CIA Regulations and Notices, OP Memorandums, Position Classification Standards, and similar reference material.</p>	16.0	Temporary. Destroy when no longer needed for reference purposes.

RECORDS CONTROL SCHEDULE				SCHEDULE NO. 87A000100230003-5	40-60 ANALYST/REF ID	25)
OFFICE, DIVISION, BRANCH			SIGNA			
Personnel, Salary and Wage Division, Clandestine Services Branch			TITLE	<i>FAC/CSB 11/60</i>		
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS			
1	BRANCH SUBJECT FILE Consists of correspondence, reports, and other papers accumulated in the general administration of the activities of the Branch. Filed alphabetically by subject.	SECRET 4.0	Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter except current policies and procedures which will be placed in current file.)			
2.	CONVENIENCE FILE (Reading) Consists of extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically by fiscal year. (1958-1960)	.3	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)			
3	TABLE OF ORGANIZATION FILES Consists of extra copies of the Agency T/O used as working copies. The T/O's are used for reference to official position titles, position numbers, unit strength, etc. Authorized changes to the T/O are noted on these copies for use in verifying the revised T/O. Arranged organizationally. (Current)	2.0	Temporary. Destroy upon verification of revised T/O.			

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5		
4	T/O CHANGE FILE Consists of retained copies of Form 261, Staffing Complement Change Authorization, and copies of requests for changes; concurrences, etc. Files are maintained by the Branch for reference purposes, the record copies of Form 261, concurrences, etc., are maintained in the Office of the Chief. Files are arranged organizationally or by Project as appropriate and chronologically by date of approval thereunder. (1958-1960)	2.0	Temporary. Destroy when 2 years old.
5	STATUS FILE OF PENDING REQUESTS Consists of 3 x 5 card file containing notations of action required, office, and status of each request. Used by Branch Chief to evaluate workload, prepare accomplishment reports etc. (1959-1960)	.1	Temporary. Destroy 6 months after action completed.
6	POSITION DESCRIPTION FILES Consists of Form 387, Position Description, with related correspondence and reports. The files contain the record copy of the description and other information on each covert position in the Agency. a. Current Files. Consists of the current position description and related papers maintained by each Position Evaluation Officer for his area of responsibility. File organizationally and by position number thereunder. (1954-1960)	20.0	Temporary. When position is abolished or description becomes obsolete, place in Obsolete file and destroy related papers.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78A00487A000100230003-5		
6	POSITION DESCRIPTION FILES (Con't) b. Obsolete File. Consists of the obsolete position descriptions removed from the above file. Filed organizationally and by position number thereunder. (1958-1960)	.5	Temporary. Disposal not authorized. Retain 1 copy of all superseded descriptions and descriptions of positions abolished after September 1, 1950. Retire to Records Center when 1 year old. (Item 288 RCS 40-57)
7	POSITION EVALUATION SURVEY FILES Consists of case files containing correspondence, survey reports, functional statements, etc., accumulated by the Position Evaluation Officers while conducting surveys. Information includes analysis of positions, grade structures, position titles, statements of duties and responsibilities, etc. Files serve as reference and as a basis for preparation of Form 387, Position Description. Each file is arranged organizationally by division. (Current)	1.6	Temporary. Destroy when no longer needed for reference purposes.
8	POSITION EVALUATION OFFICER'S WORKING FILES Consists primarily of correspondence on special projects, wage schedules, office notices, pamphlets, etc., not contained in the survey files. These files are maintained by the Position Evaluation Officers for reference. Filing arrangement varies with each file. (1958-1960)	7.0	Temporary. Destroy when no longer needed for reference purposes.

SECRET

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
9	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5</p> <p style="text-align: right;">SECRET</p> <p>REFERENCE PUBLICATIONS FILE</p> <p>Consists of published material such as CIA Regulations and Notices, <u>OP Memorandums</u>, CSC Position Classification Standards, and similar reference material.</p>	7.0	<p>Temporary. Destroy when no longer needed for reference purposes.</p>

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RECORDS CONTROL SCHEDULE

Approved For Release 2005/11/21 : CIA-RDP78A00487A000100230003-5

SECRETSCHEDULE NO. 40-60
487A000100230003-5

OFFICE. DIVISION. BRANCH		DISPOSITION INSTRUCTIONS	
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	
1 ✓	DIVISION SUBJECT FILE Consists of correspondence, reports, staff studies, and other papers pertaining to the operation and administration of an Agency program of position evaluation, wage administration, and the development of position standards. Filed alphabetically by subject. (1958-1960)	2.5	Temporary. Destroy when 3 years old. (Cut off at end of each year; transfer to the Records Center 1 year thereafter except papers pertaining to policies and procedures which will be retained in current files area indefinitely.) (Item 240 RSD 40-57)
2 ✓	ACTIVITY REPORTS FILE Consists of weekly activity reports covering the activities of the individual position Evaluation Officers and Branch activities. These reports contain statistics on the number of position audits, number of position descriptions allocated, number of table of organization changes authorized, supergrade positions prepared for review, etc. Filed chronologically.	1.7	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
3 ✓	BACKGROUND & PRECEDENT FILE Policy Planning documents, correspondence, directives, etc. used by C/SWD in administration of the Salary and Wage activity for the Agency. (Current)	6.0	Temporary. Destroy upon completion of required action except papers pertaining to policies and procedures of permanent interest will be transferred to the Division Subject File.

SECRET

Approved For Release 2005/11/21 : CIA-RDP78A00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4	Approved For Release 2005/11/21 : CIA-RDP79A000100230003-5 CONVENIENCE FILE (Reading) Consists of extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically. (1958-1960)	.7	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
5	TABLE OF ORGANIZATION FILES Consists of copies of Agency Position Control Registers; signed copies of Form 261, Staffing Complement Change Authorization; and concurrences, justifications, and comments pertaining to the changes. These files are used by the Division in coordinating all actions affecting the T/O and in maintaining a current Agency T/O as required by Regulation. a. <i>Official record</i> copies of Position Control Registers contain rosters of approved agency positions and names of incumbents. Filed chronologically.* (1958-1960) b. Signed copies of Form 261, Staffing Complement Change Authorization, and concurrences, justifications, and comments pertain to the changes. Filed by project or organizationally and by position number thereafter. (1958-1960)	2.0	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
6	T/O CHANGE LOG Consists of a loose-leaf binder containing a record of the receipt and dispatch of Form 261, Staffing Complement Change Authorization, received by the Division, Filed Chronologically. (1959-1960)	.1	Permanent. Disposal not authorized. (Place in a file of completed cases upon final authorization; cut off completed case file at end of each year and transfer to the Records Center 2 years thereafter.)
* RSD is Office of Records for PCR's			Temporary. Destroy when 1 year old.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP487A000100230003-5 7 SUPER-GRADE FILE		SECRET
7	<p>Consists of correspondence, laws and directives, reports and background material on super-grade allocation; activities of the Super-Grade Review Board, etc., accumulated in administration of the Agencies super-grade personnel.</p> <p>a. Consists of agenda of meetings, listings of super-grade positions, and activities of the Super-Grade Review Board, Board recommendations on review cases; super-grade structure in other agencies, etc., and are used in furnishing information to the Area Deputy Directors and the Director of Personnel on the utilizations and status of each position. Filed alphabetically by subject. (1951-1960)</p> <p>b. Consists of Form 387, Position Description on super-grade positions with related correspondence and reports. The files contain the record copy of descriptions and other information on each super-grade position. Filed organizationally. (Current)</p>	3.0	<p>Permanent. Disposal not authorized. (Cut off at end of each year; retire to Records Center 2 years thereafter.) (Item 247 RCS-40-57)</p>

SECRET

Approved For Release 2005/11/21 : CIA-RDP487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
8	Approved For Release 2005/11/21 : CIA-RDP487A000100230003-5 POSITION STANDARDS WORKING FILE Consists of copies of correspondence, reports, staff studies, pay schedules, and related papers accumulated in the development of position standards. a. Consists of special organization and grade classification structural surveys, manpower control systems, competitive pay levels, point plans, etc., used in development and administration of position standards. b. Consists of special classification surveys, directives, correspondence, and Civil Service rules and regulations used as a basis for revising position standards published in Occupational Handbook for guidance of personnel officers.	3.5	Temporary. Destroy when no longer needed for reference purposes.
9	CAREER SERVICE STAFFING AUTHORIZATION FILE Consists of policy directives, special reports and background papers used in developing and administering Agency ceiling and position authorization under the Flexible T/O Concept in accordance with provisions of R 20-250; includes copies of Form 1723, Career Service Staffing Authorization Plans. Filed by subject or organization as appropriate.	1.0	Temporary. Destroy when no longer needed for reference purposes.
10	PERSONNEL REQUIREMENTS PLANNING REPORTS Consists of Form 1724, Summary of Planned Changes prepared by the Career Service Boards which are used to compile annual personnel requirements and to compute average grade. Filed organizationally by Career Service. (Current)	2.0	Permanent. Disposal not authorized. (Cut off file at end of two years; transfer to Records Center 1 year thereafter.)
			Temporary. Destroy at end of 10 years. (Cut off at end of each year; transfer to Records Center 2 years thereafter.)

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Approved For Release 2005/11/21 : CIA-RDP487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP77B00487A000100230003-5		
11	<p>STAFFING AUTHORIZATION WORKING PAPERS</p> <p>Consists of Agency regulations, General Schedule Pay Plans, preliminary work sheets, computations, etc., used by technician in connection with CSSA activity. Filed by subject.</p> <p>(Current)</p>	2.5	<p>Temporary. Destroy when obsolete or superseded.</p> <p>SECRET</p>
12	<p>OCCUPATIONAL HANDBOOK FILE</p> <p>Consists of copies of the "Occupational Handbook of Classification Titles and Codes" and the reproduction negatives for the handbook. This handbook was developed to serve as a working media for the assignment of standard titles and codes to Agency positions, for the occupational coding of employee qualifications, and as a reference to position statistics, etc.</p> <p>a. Occupational Handbook of Classification Titles and Codes. Arranged by occupation code numbers.</p> <p>b. Reproduction negatives for the occupational handbook.</p>	1.2 .4	<p>Temporary. Destroy when superseded or obsolete.</p> <p>Temporary. Destroy when superseded or obsolete.</p>
13	<p>POSITION AND QUALIFICATION STANDARDS FILE</p> <p>Consists of copies of Agency Position and Qualification Standards. These standards were developed by the Division and serve as working guides for the determination of title, occupational code, and grade of Agency positions and for the determination of appropriate qualifications of individuals assigned to positions.</p>		

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-FEB-200487A000100230003-5		
13	POSITION AND QUALIFICATION STANDARDS FILE (Con't)		
	a. Background and policy material.	6.0	Temporary. Destroy when six months old. When material becomes obsoleted or superseded transfer to inactive file. Cut off inactive file at end of six months and destroy.
	b. Position and Qualification Standards, arranged by occupational code number.	2.7	Temporary. Destroy when superseded or obsolete.
	c. Reproduction negatives for Position and Qualification Standards,	.7	Temporary. Destroy when superseded or obsolete.
	Ditto copies of Position Standards for distribution upon request.	2.0	Temporary. Destroy when superseded or obsolete.
14	OCCUPATIONAL CODE CLASSIFICATION FILE		
	Consists of duplicate copies of approved Job Descriptions, Form 387, filed by occupational code and by GS grade thereunder.	8.0	Temporary. Destroy when superseded or declared obsolete.
15	GRADE UTILIZATION TABULATING FILE		
	Consists of a machine listing; contains information on Agency grade utilization and the number of incumbents in each grade. Listing is used in developing position standards, for comparison of grade structure in this Agency with that of other Agencies, and for the preparation of statistics on grade average by position. (Current)	.1	Temporary. Destroy upon receipt of revised listing.

SECRET

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RMM-78-00487A000100230003-5		
16	OCCUPATION SERIES FILE Consists of a machine listing of occupational categories of Agency positions. Information contained on listing reflects standard Agency titles, code numbers, and grade range. Listing is used as a working media in comparing Agency titles and codes with those of the Civil Service Commission for possible Agency conformance. (Current)	.3	Temporary. Destroy upon receipt of revised listing.
17	DIVISION PERSONNEL FILES Consists of copies of Form 1150, Notification of Personnel Actions, training requests, etc.; also Time and Attendance records maintained on sick, annual, and overtime worked; and other related papers accumulated in the administration of Division Personnel. Filing arrangement is alphabetical or chronological as appropriate. (1959-1960)	.2	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter or when employee is transferred or separated, whichever is sooner.)
18	REPRODUCED COPIES OF AGENCY ADMINISTRATION DATA Consists of reproduced copies of selected articles and publications by USCSC and other government agencies concerning position and qualification standards, position evaluation, etc. This file is used for orientation of new employees.	1.0	Temporary. Destroy when superseded or obsolete.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP487A000100230003-5	SECRET	
19	<p>LIBRARY MATERIAL</p> <p>Consists of bound library books, dictionaries, guides, manuals, etc., maintained for reference purposes.</p>	1.5	Temporary. Return to Library when no longer needed for reference purposes.
20	<p>REFERENCE PUBLICATIONS FILE</p> <p>Consists of published material such as CIA Regulations and Notices, OP Memorandums, Position Classification Standards, and similar reference material.</p>	8.0	Temporary. Destroy when no longer needed for reference purposes.

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Approved For Release 2005/11/21 : CIA-RDP487A000100230003-5

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : 21 HISTORICAL BACKGROUND MATERIAL	REF ID: A00487A000100230003-5 SECRET	
21	Consists of historical papers, T/O's, documents, etc., covering OPC and OSO predecessor of DDP; including Special Report [redacted] dated 1952, and OPC Regulations Manual and Organization Material.	2.0	<p>Temporary. Transfer to DDP Historical Section for screening and inclusion as reference material is appropriate.</p> <p>NOTE: This disposition recommended by Records Management Staff and approved by SWD.</p>

RECORDS AND INFORMATION SCHEDULE				
520- Personnel, Records and Services Division, Statistical Reporting Branch			SCHEDULE NO. 87A000100230003-5 40-60 CONCURRENCE	
ITEM NO.		FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	
1.		BRANCH SUBJECT FILE Consists of correspondence, reports and other papers accumulated in the general administration of the activities of the Branch. Filed by subject. (1958-1960)	SECRET 1.5	Temporary. Destroy when 2 years old. (Cut off at the end of each year; destroy 2 years thereafter.)
2.		CONVENIENCE FILE (Reading) Consists of extra copies of outgoing correspondence maintained for convenience of reference. Filed Chronologically. (1958-1960)	.5	Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter.)
3.		PERSONNEL REPORTS FILE Consists of periodic and special reports required on the various phases of personnel administration. Filed by type of report and chronologically thereunder. a. Annual Personnel Statistical Review. (1953-1960)	2.0	Permanent. Disposal not authorized. (Maintain a 10 year level; thereafter transfer oldest year to the Records Center after filing current year.)
		b. Monthly Personnel Statistical Review and supplements thereto. (1953-1960)	10.0	Permanent. Disposal not authorized. (Maintain a 10 year level; thereafter transfer oldest year to the Records Center after filing current year.)

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-A00487A000100230003-5 CONTINUED		SECRET
	c. Quarterly Consultant Report. Contains names and amount and rate of pay of all consultants utilized by the Agency. (1958-1960)	.5	Permanent. Disposal not authorized. (Cut off every other year; transfer to the Records Center 2 years thereafter.)
	d. "Eyes Only" Strength Report. Contains statistical information substantially duplicated in the Monthly Personnel Statistical Review. (1947-1960)	1.0	Permanent. Disposal not authorized. (Retain in current files area indefinitely.)
	e. Monthly Report of Separations. Contains statistical information on personnel separations by separation factor and includes copies of Form 971, Report of Separation prepared by the Employee Relations Branch. (1957-1960)	5.0	Temporary. Disposal not authorized by this schedule. Cut off file at end of five years; transfer oldest year to Records Center after filing current year. (Item 388 a, b, c, d, e, RCS 40-57)
4.	MACHINE LISTINGS (STATISTICAL TABULATIONS)		
	a. Consists of listings containing statistical information on personnel activities which are prepared from Machine Record cards. These tabulations are used primarily in the preparation of summary recurring strength reports. Most of the tabulations are issued on a monthly basis. Filed chronologically by type of report. (1953-1960)	13.0	Temporary. Destroy when 10 years old. Note: Some of these tabulations may be destroyed upon receipt of current issue depending on the use, content, and availability of info from another source. (Item 339 RCS 40-57)
	b. Comptroller's Report - Monthly tabulation showing personnel strength by type in T/O Sequence. One page summary is prepared and forwarded to Office of Comptroller for Budget Control Purposes. (1947-1960)	2.0	Permanent. Maintain in immediate work area as reference document. (Item 339 RCS 40-57)

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PERSONNEL CONTROLE
 ADP - Statistical Analysis

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
5.	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5 MACHINE LISTINGS (ROSTERS)		
	Consists of rosters of positions and personnel which are prepared by ADPD. Frequency of publications vary according to contents, use, recurring and special reporting requirements.		
	a. Position Control Register (Monthly report) (ADPD Job 140) (1957 -)	11.5	Permanent. Quarterly reports one year or older will be forwarded to Records Center upon accumulation of one foot. Destroy extra copies in immediate work area after two years.
	b. Combined Alphabetical Listings covering Agency strength. Also included are serial number listings. (ADPD Job 105) (1953 -)	7.0	Permanent. Quarterly reports one year or older will be forwarded to Records Center upon accumulation of one foot. Destroy extra copies in immediate work area after three years.
	c. Recurring Listings consist of DOG, organizational code, longevity, computation dates, occ. series, career service designation, consultants, applicants, supergrades, staff agents, contract, and military personnel published periodically. Filed chrono by type of report. (ADPD Jobs 106, 107, 109, 120, 121, 122, 143, 157, 170, 171, 172, and 185) (1957 -)	8.0	Temporary. Listings one year or older will be forwarded to Records Center upon accumulation of one foot. Hold at Records Center for additional nine years and return to originator for review. Destroy extra copies in immediate work area when two years old.
	d. Summary Annual Listings consist of name changes and separations. (ADPD Jobs 115 and 101) (Current)	2.0	Temporary. Destroy upon receipt of new listing.
	e. Monthly rosters involving EODs, language, separations, personnel locator, fitness reports, LWOF, name changes, etc. (ADPD Jobs 101, 102, 111, 114, 115, 121, 123, 151, 184, 189, and 960. Also special requests, 700 series.) (1953 -)	33.5	Temporary. Screen annually. Destroy rosters no longer needed for current reference.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4.	CONTINUED Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5	SECRET 1.5	Temporary. Disposal not authorized by this schedule. Retain in immediate work area as long as required and then transfer to Records Center.
5.	MACHINE LISTINGS (ROSTERS) Consists of listings containing rosters of positions and personnel which were prepared from machine record cards. Frequency of publications varies according to contents, use and recurring and special reporting requirements. a. Position Control Register - Quarterly (1957-1960)	8.0	Permanent. Disposal not authorized. Cut off file at end of each year; retain June and December issues in immediate work area for five years; March and September copies will be retired to Records Center when 2 years old.
	b. Monthly - combined alphabetical listings covering Agency strength. (1958-1960)	6.0	Temporary. Destroy when 10 years old. Retain quarterly issues in immediate work area for three years then retire to Records Center. The other copies will be destroyed in work area when one year old.
	c. Special Listings - Consisting of Date of Grade, Longevity Computation Dates, Career Service Designation, Consultants, Staff Agents, and Contract Personnel published on a recurring staggered quarterly intervals. Filed chronologically by type or report. (1957-1960)	14.5	Temporary. Destroy when 10 years old. Retain selected reference copies in work area for four ^{two} years; retire to Records Center at end of five ^{two} years.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
5.	CONTINUED d. Summary Annual Listings These listings consist of name changes, separations, accessions etc., and are a summary of the monthly or quarterly issuances. (1955-1960)	2.0	Permanent. Disposal not authorized. (Cut off files at end of five years; transfer oldest year to Records Center after filing current year issue. (Item 340 d RCS 40-57) SECRET
6.	WORK PAPERS Consists of work sheets created in the course of compiling statistics and preparing reports. The information contained in these work papers is reflected in the final reports. (1959-1960)	2.0	Temporary. Destroy upon preparation of related reports.
7.	CODING SHEET FILE (Military Personnel) Consists of documents containing coded information created to facilitate the preparation of the machine record cards which are used as a basis for the personnel strength reports; also includes Form 1556, Military Personnel Code Sheet. (1959-1960)	2.0	Temporary. Destroy at end of one year or upon preparation and verification of the related machine record cards as appropriate.
8.	PERSONNEL CEILING AND AUTHORIZATION CONTROL FILE Consists of memoranda, approved ceiling changes, Staffing Complement Change Authorizations, and background material on Agency personnel ceilings. Maintained for documentation of published statistical reports and for furnishing request for information from operating officials. Arranged organizationally. (1952-1960)	5.0	Temporary. Disposal not authorized by this Schedule. Retain in immediate work area 10 years and then retire oldest year to Records Center. (Item 344, RCS 40-57)

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
9.	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5 PERSONNEL ACTION FILE Consists of copies of SF 1150 and SF 1152 received by the Branch and used to prepare the Daily Strength Report. The Daily Strength is also reflected in the PSR. Arranged chronologically. (1960)	1.0	Temporary. Destroy when 2 months old.
10.	GRAPHIC CHART FILE Consists of large statistical charts prepared for use in briefings and training courses. Includes charts on civilian and military combined strength, staff personnel gains and loses, promotion, rate, and departmental and field on duty strength.	2.0	Temporary. Destroy when superseded or obsolete.
11.	COURIER RECEIPT FILE Consists of the Branch copy of Form 240, Courier's Classified Mail Receipt, which was signed by the courier at the time the material was picked up for delivery to addresses. Filed chronologically. (1959-1960)	.1	Temporary. Destroy when 3 months old.
12.	TRANSMITTAL FILES Consists of transmittals received from initiating offices which forward personnel actions and miscellaneous personnel status changes to the Branch for coding or other action; information covering conversions to and from SA Status. Filed chronologically by type of action covered. (1958-1960)	2.5	Temporary. Destroy at end of each year or upon change in status as appropriate.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
13.	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5 DAILY STRENGTH REPORT WORKING FILE	SECRET .5	Temporary. Destroy when 3 months old.
14.	REFERENCE PUBLICATIONS FILE	1.5	Temporary. Destroy when no longer needed for reference purposes.
15.	LIBRARY MATERIAL	2.5	Temporary. Return to Library when no longer needed for reference purposes.

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RECORDED ON FILE NUMBER 2005/11/21 : CIA-RDP78-00487A000100230003-5			SCHEDULE NO. 40-60	CONCURRENCE
OFFICE, DIVISION, BRANCH Office of Personnel, Contract Personnel Division Staff Support Branch			SI	25X
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS	
1	BRANCH SUBJECT FILE Consists of correspondence, reports, studies, charts, current and projected personnel strengths, CSSA grade averages and similar materials used as a basis for evaluation of DDP personnel requirements and for preparation of special and repetitive reports for Deputy Director, Plans. This file also contains T/O authorization and organization files on the DDP area divisions. Files are arranged by subject or division as appropriate. (1958-1960)	SECRET 2.0	Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter.)	
2	POLICY AND PRECEDENT FILE Consists of policy directives, precedent papers, regulations, laws, and decisions which effect or control personnel strength and grade administration. Also contains special surveys, studies, etc. prepared for policy guidance of DD/P, SPA-DD/S and SSA-DD/S.	2.0	Permanent. Cut off files at end of year; transfer to Center 1 year thereafter.	
3	PERSONNEL RECORDS FILE Consists of IBM rosters, strength reports, special studies, staffing authorization plans, etc. covering staff employees, staff agents, detailed military personnel, consultants, and contract personnel.	2.0		

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p>Approved For Release 2005/11/21 : CIA-RDP7A000100230003-5</p> <p>SECRET</p> <p>a. Copies of registers and rosters such as: Quarterly PCR's, Staffing for DDP, Language and other qualification registers, alphabetical and organization name listings, Time in Grade, and special and one-time rosters or listings as required.</p> <p>b. Monthly Status Reports on Personnel Strength, CSSA average grades and projections; personnel change reports, etc., prepared on a recurring basis; and special and one-time reports or studies prepared upon direction from DDP or DDS. Filed by subject by Fiscal Year.</p>	2.0	Temporary. Destroy when superseded or when 1 year old as appropriate. Destroy or place in inactive file upon receipt of current roster; if retained, destroy when one year old.
4	WORKING FILES Consists of directives, laws, regulations, correspondence, organizational functions and charts, classification standards, grade studies, etc., accumulated for guidance and support of Branch activities. Filing arrangement varies with each file.	1.0	Permanent. Cut off files at end of year, destroy duplicate copies, retain one copy of each report for two years and then retire to Records Center.
4	WORKING FILES Consists of directives, laws, regulations, correspondence, organizational functions and charts, classification standards, grade studies, etc., accumulated for guidance and support of Branch activities. Filing arrangement varies with each file.	4.0	Temporary. Destroy when 2 years old. Cut off file at end of each year; remove pertinent papers to current file or to Policy and Precedent file; destroy residue of file one year thereafter unless sooner accomplished.
5	CSPD DISPATCH FILES Consists of information of copies of dispatches received or initiated by CSPD in personnel administration of field personnel.	2.0	Temporary. Destroy when 2 years old. Cut off files at end of year; destroy one year thereafter.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78A00487A000100230003-5		
7	PERSONNEL ACTION LOG FILE AND ACCOUNTABILITY FILE Consists of worksheet records on daily changes in personnel actions recorded by type personnel; Headquarters, [redacted] and Foreign Field; and by area division. This information is used as basis for daily strength report for planning purposes and for reporting to Deputy Director (Plans) as required.	.5	Temporary. Destroy when 1 year old.
8	MAIL LOG Record of the receipt and dispatch of mail CSPD and Reports Branch except Top Secret. File is arranged chronologically. (1959-1960)	.2	Temporary. Destroy when one year old.
9	FLEX-O-LINE PERSONNEL AND POSITION INVENTORY Consists of two stands of 75 pages each. Contains flex-o-line strip entry of the current DD/P Staffing and Development Complements, including organization, position, and incumbent data.	2.0	Temporary. Destroy strips when superseded or deleted. Inventory is maintained on a current basis (old strips are destroyed when new ones are prepared to reflect current information).

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ITEM NO.	FILES IDENTIFICATION	SECRET	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5 3. Disapproved cases. Filed alpha.	SECRET	4.0	Temporary. One year after close of the case, retire to Records Center. Destroy two years thereafter.
	b. Consists of agendae and minutes of meetings, Panel files and miscellaneous correspondence dealing with the Suggestion Awards program.		1.5	Temporary. Retain in current files area indefinitely.
	c. Consists of that portion of Employee Suggestion form that is detachable and utilized to control and reflect the status of the suggestion during its processing cycle. Filed alphabetically by suggestor's name.		1.5	Temporary. Disposal not authorized. Retain in current files area indefinitely.
	d. Consists of a register of control numbers assigned to each suggestion. This log includes name of suggestor, office, division, grade, date of receipt, etc.		.1	Temporary. Disposal not authorized. Retain in current files area indefinitely.
	e. Consists of 3x5 card file giving pertinent information regarding subject of suggestion utilized solely for checking for duplicate suggestions.		.2	Temporary. Destroy when two years old.
4.	HONOR AND MERIT AWARDS PROGRAM FILES			
	a. Consists of the following type case files:			
	1. Pending cases consist of recommendation as well as correspondence and biographic data supporting the recommendation.		1.0	Temporary. Upon completion of Honor and Merit Awards Board action, transfer pertinent papers to case file.
	2. Case files consist of recommendation, notice of award presentation, and miscellaneous correspondence dealing with completed cases.		2.0	Temporary. Disposal not authorized. Hold in office area for two years after close of case. Retire to Records Center and hold for five years. At the end of this period, return to originator for disposition.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS	SECRET
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5 b. Consists of Honor and Merit Awards Board meeting file. Consists of agendas, minutes, reports, and background material on the Honor and Merit Awards program.	3.0	Temporary. Retain in current files area. Destroy material no longer needed.	
5.	c. Consists of a register used to assign control numbers to recommendations for honor awards received by office.	.1	Temporary. Disposal not authorized. Retain in current files area indefinitely.	
	BRIEFING MATERIAL			
	Consists of outline of Suggestion Awards program as well as forms relating thereto and miscellaneous material used as handouts for briefing of Agency personnel.	1.5	Temporary. Destroy when obsolete, superseded or no longer needed.	
6.	REFERENCE FILE			
	This file consists of posters, film, bulletins, circulars and other material and publications concerning the Suggestion Awards and Honor and Merit Awards Board programs. Also included are Agency regulatory issuances maintained for reference purposes.	10.0	Temporary. Destroy when obsolete, superseded or no longer needed.	
		32.4		

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5		
	3. Disapproved cases. Filed alpha.	4.0	Temporary. One year after close of case, retire to Records Center. Destroy two years thereafter.
	b. Consists of agendas and minutes of meetings, Panel files and miscellaneous correspondence dealing with the Suggestion Awards program.	1.5	Temporary. Retain in current files area indefinitely.
	c. Consists of that portion of Employee Suggestion form that is detachable and utilized to control and reflect the status of the suggestion during its processing cycle. Filed alphabetically by suggester's name.	1.5	Temporary. Disposal not authorized. Retain in current files area indefinitely until no longer needed for reference purposes R.D. 4/26/7
	d. Consists of a register of control numbers assigned to each suggestion. This log includes name of suggestor, office, division, grade, date of receipt, etc.	.1	Temporary. Disposal not authorized. Retain in current files area indefinitely.
	e. Consists of 3x5 card file giving pertinent information regarding subject of suggestion utilized solely for checking for duplicate suggestions.	.2	Temporary. Destroy when two years old.
4.	HONOR AND MERIT AWARDS PROGRAM FILES		
	a. Consists of the following type case files:		
	1. Pending cases consist of recommendation as well as correspondence and biographic data supporting the recommendation.	1.0	Temporary. Upon completion of Honor and Merit Awards Board action, transfer pertinent papers to case file.
	2. Case files consist of recommendation, notice of award presentation, and miscellaneous correspondence dealing with completed cases.	2.0	Permanent. Hold in office area for two years after close of case. Then retire to Records Center.

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RECORDS OWNED BY THIS AGENCEY		SECRET	SCHEDULE NO.	40-60
			CONCURRENCE	
OFFICE, DIVISION, BRANCH Personnel, Clandestine Services Personnel Division				25X
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS	
1	DIVISION SUBJECT FILE (Old 185) Consists of correspondence, reports, policy directives and decisions, pertinent laws, regulations and other papers accumulated in administration of activities of the Division. (1958-1960)	1.5	Temporary. Destroy when 3 years old. (Cut off at end of each year; destroy 3 years thereafter.)	
2	SUPERGRADE AND SPECIAL ACTIVITY FILE Contains policy decisions, recommendations and actions taken in administration of Supergrade personnel, Special placement committee activity, Special retirement and termination cases including Selection Out Program. This file contains "Eyes Only" material maintained for use by C/CSPD.	.8	Temporary. Destroy when 10 years old or when of no further reference value whichever is sooner. Files will be screened selectively and papers of continuing interest will be placed in current files before destruction of the material.	
3	CSPD ADMINISTRATION FILE Consists of miscellaneous papers accumulated in the internal administration of the Division such as: Personnel Files on Pers assigned to CSPD; Requests for services, spaces allocation, budget estimates, CSPD memoranda procedures and instructions.	1.0	Temporary. Miscellaneous correspondence, directives, forms, etc. will be destroyed at end of a year. The personnel files will be destroyed upon reassignment from CSPD or separation of the employee.	

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5			
4.	CLANDESTINE SERVICES CAREER SERVICE BOARD AND PANEL FILES Consists of agenda, minutes, reports, recommendations and supporting papers documenting the activities of the CS Career Service Board and Panels. This file also includes supergrade personnel. Filed chronologically by Board or Panel.	5.5	Temporary. Hold in office area two years. Retire to Records Center upon accumulation of one foot of material two years or older. Retain at Records Center for additional three years. Then return to originator for review and resubmission if necessary.
5.	CS PERSONNEL FILES (Soft Files) Consists of case files maintained on "D" designees. These files contain copies of personnel documents which reflect the assignment, transfer, promotion and separation of CS employees. Also included in these files are biographic profiles, fitness reports and miscellaneous information.	61.0	Temporary. Destroy three months after separation of employee or transfer from Clandestine Services except certain information which may be forwarded to gaining office.
6.		1.8	Temporary. Hold in current files area indefinitely.
7.	REPORT OF SEPARATION FILE Consists of copies of Form 971, Report of Separation, on CS personnel (civilian and military) containing pertinent information obtained during exit interview. Filed chronologically.	.2	Temporary. Destroy when one year old.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4	Approved For Release 2005/11/21 : CIA-RDP25S00487A000100230003-5 CLANDESTINE SERVICE CAREER SERVICE BOARD AND PANEL FILE Consists of the Official minutes, agenda, reports, recommendations, and supporting papers documenting the activities of the CS Career Service Board and Panels. Filed chronologically by Board or Panel. (1957-1960)	2.5	Permanent. Disposal not authorized. (Cut off at end of each year; transfer to Records Center 2 years thereafter.)
5	REPORT OF SEPARATION FILE Consists of copies of Form 971, Report of Separation on CS personnel containing pertinent information obtained during the exit interview. Filed chronologically. (Current)	.5	Temporary. Destroy when one year old.
6	COMPETITIVE PROMOTION FILE Consists of competitive promotion rosters, recommendations by operating officials, biographical and other supporting papers on personnel being considered for promotion. This background material is prepared for use by the panel members. Filing arrangement chronologically by Panels. (Current)	2.0	Temporary. Destroy when 10 years old. Upon dissolution of the Panel and completion of recommended action, the original copy of the file will be retained for reference; the additional copies will be destroyed when no longer needed. One copy of each promotion panel file will be retained in immediate work area for 5 years then retired to Records Center.
7	CS PERSONNEL FILES (Soft Files) Consists of case files maintained on personnel with CS career designation. These files contain copies of personnel documents which reflect the assignment, transfer, promotion and separation of CS employees; also includes travel order, statements of accounts, fitness reports, biographic profiles, and other information used in administering the activities of CS personnel. Filed by panel and alphabetically therein.	48.0	Temporary. Forward appropriate material to RSD for incorporation in Official Personnel Folder, destroy all other material after transfer from CS Career Service or separation of the employee.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
8	Approved For Release 2005/11/21 : CIA-RDP7B00487A000100230003-5 CS OFFICER'S WORKING FILE Consists of copies of correspondence, directives, policy statements, overseas vacancy reports, language registers, and other papers collected and maintained by individual CS Officers. Filing arrangement varies with each file. (Current)	4.0	Temporary. Destroy when superseded or no longer needed for reference purposes.
9	CONVENIENCE FILE (Reading) Consists of the extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically by Board and Panels. (1958-1960)	.5	Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 1 year thereafter.)
10	IBM ROSTERS AND REGISTERS Consists of Personnel Control Registers, Language Rosters, Development Complement Registers, and special rosters. These rosters and registers are used by the panels in the day-to-day activity of the Division. (Current)	2.0	Temporary. Destroy when superseded or obsolete.
11	RECORD OF CURRENT ASSIGNMENT (Strip File) Alphabetical strip file arranged by Panel by grade showing current assignment of CS Personnel administered by Panel A, B, and C. Strip contains name, position number, organization, grade, etc. (Current)	.3	Temporary. Destroy name strip upon transfer from DDP or separation.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
12	<p>Approved For Release 2005/11/21 : CIA-RDP7A000100230003-5</p> <p>PANEL "D" SERVICE RECORD FILE (Flex-o-line)</p> <p>Consists of SF-7, Service Record Card, maintained on each CS Clerical employee; pending vacancies, and language abilities.</p> <p>a. Service Record Card, SF-7 provides a summarized record of employees service including current assignment. (38 panels) Filed alphabetically. (Current)</p> <p>b. Development Complement, Language abilities, .5 organizational requirements, vacancies, and special qualifications for potential placement of qualified personnel. (Current)</p>	.9	<p>SECRET REF ID: A7A000100230003-5</p> <p>Temporary. Upon transfer or separation the SF-7 on the individual will be placed in the CS Personnel File for appropriate disposal.</p> <p>Temporary. Destroy when superseded or obsolete.</p>
13	FOLLOW-UP CONTROL FILE	.2	Temporary. Destroy six months after completion of action.
14	<p>Consists of 3" x 5" cards. Suspense cards for control purposes in scheduling Follow-up interviews, reassignments, overseas returnees, security and medical appointments, etc. Filed alphabetically or by suspense date as appropriate. (2 boxes)</p> <p>REFERENCE PUBLICATIONS FILE</p> <p>Consists of published material such as regulations, notices, handbooks, guides, (including CSI's and CSN's), OPM's, etc. maintained for reference purposes.</p>	2.0	Temporary. Destroy when no longer needed for reference purposes.

Approved For Release 2005/11/21 : CIA-RDP7A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5.		
15.	<p>STAFF AGENT CAREER SERVICE FILE Consists of SA Career Service Panel activity minutes of the meetings, recommendations and action taken. a. Policy; background and procedures files and papers maintained by the Secretary of the Panel. Filed chronologically by meeting.</p> <p>b. SS - Personnel Soft Files maintained on employees in Staff Agent Status; contains board actions, recommendations, etc. concerning the employee. Maintained in pseudonym; filed alphabetically by grade. current.</p> <p>Item transferred from Contract Personnel Div formerly item 24.</p> <p style="text-align: right;">1-16-63 R.D.</p>	.2 2.0	<p>Temporary. Destroy at end of 10 years. Cut off at end of each year, place in inactive file; retire to Records Center 2 years thereafter.</p> <p>Temporary. Upon change from Staff Agent Status or separation from the Agency, sterilize file and return to appropriate Career Board for disposition.</p>

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

SECRET

R.D.

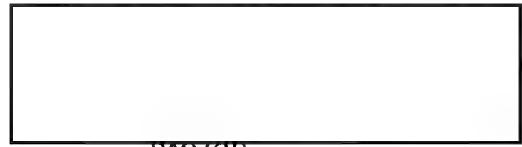
6 November 1964

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT : Revised Records Control Schedule 40-64 for Special Activities Staff, Office of Personnel

RESCINDS : Records Control Schedule 40-60, pages 11-13
Records Control Schedule 40-60, pages 86-89

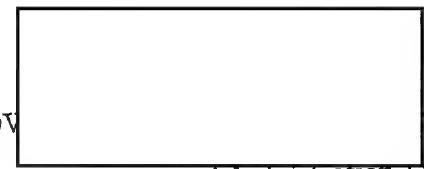
1. Attached hereto is Records Control Schedule 40-64 for the Special Activities Staff, Office of Personnel.
2. This schedule reflects the name change from Special Assistant to Director of Personnel and also includes certain files which belonged to the Special Assistant for Career Planning, POD/OP, a position which was dissolved in September 1962. In addition, other items have been updated and modifications made where necessary.
3. It is requested that your approval be given this schedule and that it be substituted for the one presently in effect as soon as possible.



RAO/OP

25X

Attachment:
RCS 40-64 for
SAS/OP



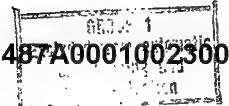
APPROV

CIA Records Administration Officer

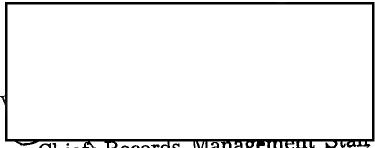
13 Nov 64

Date

25X



RECORDS CONTROL SCHEDULE		SECRET	SCHEDULE NO. 487A000100230003-5	40-60
OFFICE, DIVISION, BRANCH	Personnel, Special Assistant to Director of Personnel	SIGN	25X	
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS	
1	SUBJECT FILES SA/D/PERS Consists of correspondence, memoranda, staff studies and policy directives concerning Agency administration of disciplinary and suitability cases, including cases involving adverse effect on employee's status or pay, such as separations, reduction in grade and suspensions; and materials accumulated in participation on the Medical-Security-Personnel Review Panel and the Overseas Evaluation Panel and the Agency Disposition Board. (1957-1960)	1.0	Permanent. Disposal not authorized. (Cut off at end of every other year and transfer to the Records Center 2 years thereafter; except policy and precedent material which will be retained in the immediate work area indefinitely.)	
2	AGENCY DISPOSITION BOARD, AND EVALUATION AND REVIEW PANEL FILES Consists of the official minutes, agendas, background data, reports and supporting papers documenting the activities and recommended action for each individual case considered. a. Agency Disposition Board. Arranged numerically by meeting number. (1957-1960) b. Medical-Security-Personnel Review Panel. Arranged numerically by meeting number. (1957-1960) c. Overseas Evaluation Panel. Arranged numerically by meeting number. (1958-1960)	.5 .2 .2	Permanent. Disposal not authorized. (Cut off at end of each year; transfer to Records Center 10 years thereafter.) Permanent. Disposal not authorized. (Cut off at end of each year; transfer to Records Center 5 years thereafter.) Permanent. Disposal not authorized. (Cut off at end of each year; transfer to Records Center 5 years thereafter.)	

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
3	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5</p> <p>Activities Staff Personnel, Special Assistant to Director of Personnel</p> <p>Revised: 24 September 1962</p> <p>CONTROL AND REFERENCE FILE</p> <p>Consists of 3 x 5 cards listing name of employee, type of problem involved, recommend solution; and final action taken. This file summarized action pending or recommended in each case and is used for quick reference. (1959-1962)</p>	.2	<p>RMS</p> <p>Disposition. Destroy 3 years after completion of recommended action. (Cut off file at end of year; transfer to inactive file. Destroy 3 years thereafter.)</p>
4	<p>EMPLOYEE CASE FILES</p> <p>Consists of case files on the more serious problem cases containing extra copies of correspondence, reports, and other papers pertaining to the handling of each case. Copies of pertinent actions or memoranda are placed in the individual's official Personnel Folder. Filed alphabetically by name. (1960-1962)</p>	32.0	<p>Temporary. Retain at Record Center 10 years then returned for review and appropriate disposal.</p> <p>a. Upon completion of the case, screen file and forward appropriate material to RSD for inclusion in Official Personnel Folder. Sensitive (personal) material gathered during the processing of the case will be retained in immediate work area as long as required for frequent reference.</p> <p>b. When file is no longer required for frequent reference (upon accumulation of 1 cubic foot) it will be sent to the Records in a Sealed Envelope and will be retained at the Center for 10 years unless sooner recalled.</p> <p>c. At the end of 10 years the deposit will be returned for review and appropriate disposal by designated official in OD/Pers.</p>
APPROV	 <p>Chief, Records Management Staff</p>		<p>28 Sept 62</p> <p>Date</p>

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
5	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5</p> <p>REFERENCE PUBLICATIONS FILE</p> <p>Consists of regulations, notices, OPM's, OGC Opinions, manuals, etc., maintained for reference</p>	1.0	Temporary. Destroy when no longer needed for reference purposes.
6	<p>REVIEW BOARD FILES</p> <p>The Employment Review Board and the Special Employment Review Board are convened to review, consider and make recommendations on employee problem cases. Files consist of the following:</p> <ul style="list-style-type: none"> a. Official record copies of minutes, transcripts and proceedings. b. Case files for employees whose cases are being considered, <p>(1952-1962)</p> <p>APPENDIX</p> <p>Chief, Records Management Staff</p> <p><i>28 Sept 1962</i></p> <p>Date</p>	1.8	<p>Permanent. Disposal not authorized by this schedule. Retain in current files area indefinitely</p> <p>Temporary. Case files will be transferred to Employee Case Files (Item 4 above) as appropriate.</p>

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	SP COAST / PER FILE IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
3	Approved For Release 2005/11/21 : CIA-RDP8A00487A000100230003-5 CONTROL AND REFERENCE FILE	.2	<i>SECRET</i> <i>Re: [unclear]</i> <i>Sep 1962</i> <i>R.D.</i> Disposition. Destroy 3 years after completion of recommended action. (Cut off file at end of year; transfer to inactive file. Destroy 3 years thereafter.)
4	EMPLOYEE CASE FILES Consists of case files on the more serious problem cases containing extra copies of correspondence, reports, and other papers pertaining to the handling of each case. Copies of pertinent actions or memoranda are placed in the individual's Official Personnel Folder. Filed alphabetically by name. (1957-1960)	32.0	Temporary. Disposal not authorized by this schedule. Upon completion of case, screen file and forward appropriate material to Records and Services Division for inclusion in Official Personnel Folder. Sensative (personal) material gathered during the processing of the case will be retained in immediate work area 5 years. These files will be sent to the Records Center in sealed envelopes five years after last action on the case.
5	REFERENCE PUBLICATIONS FILE Consists of regulations, notices, OPM's, OGC Opinions, manuals, etc., maintained for reference purposes.	1.0	Temporary. Destroy when no longer needed for reference purposes.
6	REVIEW BOARD FILES Consists of the official record copies of the minutes, transcripts and proceedings of the Employment Review Board and the Special Employment Review Board. These Boards are convened to review, consider, and make recommendations on employee problem cases. File also contains case files on those cases considered by the Boards. Cases are arranged alphabetically by case and minutes are filed chronologically. (1952-1960)	1.6	Permanent. Disposal not authorized. Retain in current files area indefinitely.

RECORDS CONTROL SCHEDULE		SECRET		SCHEDULE NO.	40-60	25X
OFFICE, DIVISION, BRANCH				SIGNATURE		
Personnel, Personnel Operations Division, Special Assistant for Career Planning				TITLE		
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS			
1	CAREER STAFF SUBJECT FILE Consists of correspondence, reports, listings, transcripts, and other papers pertaining to the implementation of Agency policy for acquiring and retaining membership in the Career Staff; the development of criteria for the selection of personnel into the Career Staff; and the administrative support to the CIA Selection Board. Arranged by subject. (1957-1960)	1.0	Temporary. Destroy when 3 years old. (Cut off at end of each year; transfer to Records Center 1 year thereafter except current policies and procedures which will be retained in current file.) (Item 66, RCS 40-57)			
2	EXAMINING PANEL FILES Consists of case files maintained for each Examining Panel meeting. Files contain Panel actions, recommendations, and other material prepared and collected which is used by the Panel in the evaluation and initial selection of personnel for membership in the Career Staff. Filed numerically by Panel number. (1957-1960)	1.5	Temporary. Disposal not authorized by this schedule. (Cut off file at end of each year; transfer to Records Center 1 year thereafter except temporary material, such as routing sheets and miscellaneous correspondence which will be destroyed prior to transfer.) (Item 67, RCS 40-57).			
3	EMPLOYEE CASE FILES Consists of case files on employees whose applications for membership in the Career Staff have been deferred or rejected and employees who have declined membership. These files contain information pertinent to the case which is used by the Examining Panel and the Selection Board in making a final disposition of the case. Filed alphabetically by name.	1.5				

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p>Approved For Release 2005/11/21 : CIA-RDP78A000100230003-5</p> <p>a. B Type Cases (deferred)</p>		<p>SECRET</p> <p>Temporary. Disposal not authorized by this schedule.</p> <ol style="list-style-type: none"> Upon acceptance forward membership application to Records and Services Division. (Place all other material in an inactive file; cut off inactive file at end of each year and retire to Records Center.) (Item 68a, RCS40-57) Upon final rejection of deferred cases place folder in C Type Case File.
4	b. C Type Cases (rejections)		Temporary. Disposal not authorized by this schedule. Retain in current files area until employee terminates. (Upon separation of employee place in inactive file; cut off inactive file at end of each year and transfer to Records Center.) (Item 68 b, RCS 40-57)
4	EXAMINING PANEL FINDINGS FILE	.5	Temporary. Disposal not authorized by this schedule. (Cut off file at end of each year; transfer to Records Center 2 years thereafter) (Item 70, RCS 40-57)
5	<p>Consists of the record copies of the findings and recommendations of the Examining Panel. These records are created as the Panel's official reports of findings and recommendations on Career Staff membership applications received. File also contains memorandums from the Selection Board on special cases. Filed chronologically.</p> <p>(1958-1960)</p>	1.0	Temporary. Disposal not authorized by this schedule. (Cut off at end of each year; transfer to Records Center 1 year thereafter.) (Item 71, RCS 40-57)

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
6	Approved For Release 2005/11/21 : CIA-RDP48A000100230003-5 CAREER SERVICE INDEX Consists of IBM cards prepared for personnel who are members of the Career Staff, personnel processing for membership, personnel denied membership, and those who have declined membership. Panel and Board actions are recorded on these cards which serve as a source of reference to present membership and provide statistical data for the Staff. Arranged by status and alphabetically thereunder. (1954-1960)	.20	Temporary. Destroy 1 year after separation of employee. (Screen annually and place cards of all true separations in inactive file. Cut off inactive file at end of each year; destroy 1 year thereafter.)
7	APPLICATION TRANSMITTAL FILE Consists of memorandums which were used to transmit Career Staff membership applications to the Staff from the Career Service and the Selection Board. Arranged by career service designation and chronologically thereunder. (1958-1960)	.15	Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter.)
8	MEMBERSHIP APPLICATIONS LISTINGS Consists of listings containing the names of employees whose applications for Career Staff membership have been received by the Examining Panel and serves as a reference to the Panel meeting at which they were reviewed. Filed numerically by list number. (1958-1960)	.3	Temporary. Destroy when 1 year old.
9	EXAMINING PANEL MEMBERSHIP FILE Consists of 3 x 5 cards which contain the names of members of the Examining Panel. Cards are used as a reference when selecting members to participate in Panel meetings. Filed alphabetically by name. (Current)	.1	Temporary. Destroy when superseded or obsolete.

Approved For Release 2005/11/21 : CIA-RDP48A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
10	Approved For Release 2005/11/21 : CIA-RDP78A000100230003-5 MACHINE LISTINGS	SECRET	
	Consists of machine listings containing rosters of personnel separations by Career Service, rosters of SE's and SA's eligible for Career Staff membership, rosters of personnel whose membership applications have been rejected, etc., maintained for reference purposes. Filed chronologically. (1958-1960)	1.0	Temporary. Destroy upon receipt of current listings.
11	COURIER RECEIPT FILE	.1	Temporary. Destroy when 3 months old.
	Consists of the Staff copy of Form 240, Courier's Classified Mail Receipt, signed by the courier at the time the material was picked up for delivery to addressee. Filed chronologically. (1958-1960)		
12	MANAGEMENT DEVELOPMENT COMMITTEE FILE		
	Consists of miscellaneous personnel policy and background papers accumulated by the Secretary to the Management Development Committee (D/Pers is Chairman)		
	a. Copies of minutes of the Management Development Committee, agendas, recommendations and action taken on employees considered. (1959-1960)	1.0	Temporary. Destroy upon termination or resignation of employee; pertinent reference material is placed in employee's OPF if appropriate.
	b. Control file consisting of 3x5 card prepared on each employee considered by the Committee; this card contains record of proposed action and status of the development plan. This file is used for quick reference in answering inquiries.	.1	Temporary. Destroy upon termination or resignation of the employee.
13	REFERENCE MATERIAL		
	Consists of published material such as Agency Regulations, Notices, Handbooks, etc., maintained for reference purposes	1.0	Temporary. Destroy when no longer needed for reference purposes.

SECRET

Sch. 40-64

13 May 1964

MEMORANDUM FOR: CIA Records Administration Officer
SUBJECT : Revised Schedule 40-64 for Office of Personnel,
Personnel Recruitment Division
RESCINDS : Records Control Schedule 40-60, pages 144-151

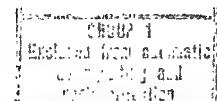
1. Attached hereto is Records Control Schedule 40-64 for Office of Personnel, Personnel Recruitment Division.
2. This schedule was completely rewritten to reflect the name change and current functions of this office, previously a part of the Personnel Operations Division. Upon approval of this schedule the three jobs belonging to this division that have been retired to Records Center will be withdrawn permanently.
3. It is requested that your approval be given this schedule and that it be substituted for the one presently in effect as soon as possible.



RAO/OP

25X

Attachment:
RCS 40-64 for OP/PRD



RECORDS CONTROL SCHEDULE			SCHEDULE NO.
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5			1064
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	TITLE Chief, OP/POD/SRB DATE May 8, 1964
1.	BRANCH ADMIN SUBJECT FILE Consists of work orders, requisitions, weekly activity reports, chrono files as well as general correspondence accumulated in the administration of branch activities. (1957 -)	3.5	Temporary. Cut off annually. Destroy when two years old.
2.	PERSONNEL STUDIES Consists of personnel studies along with working papers and other related material accumulated in their preparation. These studies deal with various personnel matters and are prepared at the request of various senior Agency officials. (1952 -)	5.0	Temporary. Retain in current files area indefinitely. Destroy studies when obsolet•.
3.	PERSONNEL REPORTS FILE Consists of periodic and special reports required on various phases of personnel administration. Also included are work sheets created in the course of compiling statistics and preparing reports. Filed by type of report and chronologically thereunder. a. Annual Personnel Statistical Review (Report no longer done) (1953 -) b. Personnel Statistical Review and Supplements thereto - monthly, quarterly and semi-annually (1953 -)	1.3 7.3	APPROV Records Administration Officer Date 25 25 Temporary. Disposal not authorized. Maintain in current files area indefinitely for reference purposes. Permanent. Reports five years or older will be forwarded to Records Center.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5		
c.	Fiscal Year Consultant Report contains name, amount, and rate of pay of all consultants. (1957 -)	.5	Permanent. Hold in current files area indefinitely.
d.	"Eyes Only" Strength Report	.1	Temporary. Disposal not authorized of material dating 1947 - 1954. This material will be held in current files area for indefinite period of time. Material dating 1955 and thereafter will be destroyed when two years old.
e.	Monthly Report of Separation contains statistical information on personnel separation by separation factor and includes copies of Form 971b, Report of Separation, prepared by ADPD. (1962 -)	1.5	Permanent. Retain in current files area two years and retire to Records Center.
f.	Age and grade distribution report prepared semi-annually. This report is sent to appropriate career service, DD/3, etc. (1952 -)	1.3	Permanent. Retain in current files area indefinitely.
g.	Daily Strength Report is used as a strength control record and provides information to OD/Personnel upon request. Also included are copies of SF 1150 used to prepare report. (Current)	.8	Temporary. Destroy when three months old, except SF 1150 which will be destroyed when two months old.
h.	Career Service Grade Authorization report showing vacancies by career service and grade thereunder. Distributed quarterly. (1958 -)	1.5	Temporary. Hold in current files area. Destroy when ten years old.
i.	Fiscal Year Cumulative Processed Changes. Consists of gains and losses dealing with promotions, separations, reassessments, accessions, etc. Published quarterly. (1961 -)	.5	Temporary. Hold in current files area. Destroy when ten years old.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5		
	j. Consists of miscellaneous statistical tables prepared at request of operating offices and other material accumulated in meeting future Agency requirements. (1954 -)	9.0	Temporary. Screen periodically. Hold in current files area indefinitely.
4.	MACHINE LISTINGS (STATISTICAL TABULATIONS)		
	a. Consists of statistical tabulations on personnel activities which are prepared by ADPD. These machine listings are primarily used in preparation of summary recurring strength reports. Most tabulations are issued monthly. Filed chrono by type of report. (ADPD Jobs 103, 108, 110, 113, 144, 145, 176, and 188) (1953 -)	7.0	Permanent. Retain in current files area two years and retire to Records Center.
	b. Monthly machine tabulations showing personnel strength by type in T/O sequence. Attached to this job are two reports - summary by Deputy Director as well as report of part-time employees by office. This report is forwarded to the Office of Budget. Also each budget officer receives a copy of his own area of interest. This report is for budget control purposes. (ADPD Job 117) (1947 -)	2.0	Permanent. Maintain in current files area indefinitely.
	c. Age and Grade Distribution - Tabulation by age groups by organization issued semi-annually as basis for special report. (ADPD Job 175) (1962 -)	1.0	Permanent. Retain in current files area for two years and retire to Records Center.

CONT'D ON BACK

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
5.	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5 MACHINE LISTINGS (ROSTERS)		
	Consists of rosters of positions and personnel which are prepared by OCS. Frequency of publications vary according to contents, use, recurring and special reporting requirements.		
a.	Position Control Register (Monthly report) OCS Job 140) (1957 -)	11.5	Permanent. Quarterly reports one year or older will be forwarded to Records Center upon accumulation of one foot. Destroy extra copies in immediate work area after two years.
b.	Combined Alphabetical Listings covering Agency strength. Also included are serial number listings. (OCS Job 105) (1953 -)	7.0	Permanent. Quarterly reports one year older will be forwarded to Records Center upon accumulation of one foot. Destroy extra copies in immediate work area after three years.
c.	Recurring Listings consist of DOG, organizational code, longevity, computation dates, occ. series, career service designation, consultants, applicants, supergrades, staff agents, contract, and military personnel published periodically. Filed chrono by type of report. (OCS Jobs 106, 107, 109, 120, 121, 122, 143, 157, 170, 171, 172, and 185) (1957 -)	8.0	Temporary. Listings one year or older will be forwarded to Records Center upon accumulation of one foot. Hold at Records Center for additional nine years and return to originator for review. Destroy extra copies in immediate work area when two years old.
d.	Summary Annual Listings consist of name changes and separations. (OCS Jobs 115 and 101) (Current)	2.0	Temporary. Destroy upon receipt of new listing.
e.	Rosters involving EODs, language, separations, personnel locator, fitness reports, LWOP, name changes, etc. (OCS Jobs 101, 102, 111, 114, 115, 121, 123, 151, 184, 189, and 960. Also special requests 700 series.	33.5	Temporary. Screen annually. Destroy rosters no longer needed for current reference except Reports 960A (personnel locator - alphabetical listing of Headquarters and domestic field personnel) which will be forwarded to Records Center at the end of each calendar year and destroyed five years thereafter.
APPROV		9 Dec 1965 Date	
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5			

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
6.	GRAPHIC CHART FILE Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5		
	a. Annual illustrated graphics publication showing over-all Agency statistical information. This report is prepared for DD/S and OD/Personnel.	1.5	Permanent. Hold in current work area for two years. Then retire to Records Center.
	b. Consists of statistical charts prepared for use in briefings and training courses. Includes charts on civilian and military combined strength, staff personnel gains and losses, promotion, and departmental and field on duty strength.	1.0	Temporary. Destroy when superseded or obsolete.
7.	COURIER RECEIPT FILE Consists of Form 240, Courier Classified Mail Receipt, which is signed by courier at time of pick-up. Filed chronologically.	.1	Temporary. Destroy when six months old.
8.	PERSONNEL CEILING AND AUTHORIZATION CONTROL FILE Consists of memoranda, approved ceiling changes, staffing complement change authorization (form 261), and background material on Agency personnel ceilings. Maintained for documentation of published statistical reports and used when furnishing information to operating offices. Arranged organizationally.	1.5	Temporary. Screen periodically. Hold in current files area as long as needed for reference purposes.
9.	HISTORICAL FILE a. Consists of various personnel statistics and other papers which reflect the development of the Agency and which are maintained for historical purposes. (1947 -) b. Computer rosters which were compiled when information maintained on IBM cards was transferred to magnetic tape.	4.0	Permanent. Retain in current files area. 4.0 Temporary. Disposal not authorized. Retain in current files area.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
10.	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5</p> <p>REFERENCE MATERIAL</p> <p>Consists of regulatory issuances, Civil Service material, numerical code books, library books, guides and manuals maintained for reference purposes.</p>	<p>5.5</p> <p>121.9</p>	<p>Temporary. Return library books to OCR when no longer needed. Destroy other material when superseded, obsolete, or no longer needed.</p>

SECRET

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

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RWS

30 September 1965

MEMORANDUM FOR: CIA Records Administration Officer
SUBJECT : Revision of Two Pages of Records Control Schedule 40-63 for MMPD/OP
RESCINDS : Pages 4 and 6 of Records Control Schedule 40-63 for MMPD/OP

1. Attached hereto are revised pages 4 and 6 of Records Control Schedule 40-63 for MMPD/OP.
2. These two pages were revised in order to change the disposition instructions for items 8a and 12. Item 8a is being revised in order to be consistent with the disposition instructions recently established for other Agency applicant files. Item 12 was rewritten in order to follow disposition instructions as set forth in your memorandum dated 12 August 1964, Disposal Authorization for Certain Communication Control Records.
3. It is requested that these pages be substituted for those dated 5 November 1963.

25X



RAO/OP

Attachment:

Revised pages
RCS 40-63 for
MMPD/OP

APPR



5 Oct 1965

Date

CIA Records Administration Officer

X1

X1

RECORDED & INDEXED Approved For Release 2005/11/21 : CIA-RDP78A000100230003-5		SECRET	SCHEDULE NO. 40-60 487A000100230003-5
OFFICE, DIVISION, BRANCH Personnel, Personnel Operations Division, Qualifications Analysis Branch		SIGNATURE	25X
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	QUALIFICATIONS REGISTERS Consists of machine listings of applicants, employees, and consultants whose qualifications have been coded for future reference. The listings are used in furnishing requesting offices names of individuals qualified for a given type of position.	1.0	Temporary. Destroy upon receipt of revised listing. 9/30/65 fgh
	a. Applicant Listings. Consists of information on applicants considered to have special qualifications. Arranged by work experience, area knowledge or specialty, college major, language skills, and position for which best qualified. In addition, a master listing by Serial number is maintained as a cross-reference. (Current)	1.0	
	b. Employee listings. Consists of information on Agency employees coded and arranged by area specialty, language skills, college major, current position, and Agency work experience. In addition, a master listing by serial number is maintained as a cross reference. (Current)	2.0	Temporary. Destroy upon receipt of revised listing.
	c. Consultant Listings. Consists of information on consultants whose qualifications have been coded for future reference. Arranged by specialization and alphabetically by name thereunder. (Current)	.2	Temporary. Destroy upon receipt of revised listing.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
2	Approved For Release 2005/11/21 : CIA-RDP78A000100230003-5 QUALIFICATION REGISTER ANALYSIS FILE	.5	Temporary. Destroy when 6 months old.
	Consists of Form 537, Request for Qualifications Register Analysis. This form is received from Offices requesting the Branch to review the registers for individuals with certain qualifications. After filling the request a copy of the form with the names of qualified candidates, is placed in this file and used for reporting purposes and answering similar requests. Filed organizationally and chronologically thereunder. (1960)		
3	CODE BOOKS	1.0	Temporary. Destroy when superseded or obsolete.
	Consists of loose leaf binders containing the numerical code used in coding the qualifications of applicants, consultants, and employees. The coded qualifications are recorded on the Employee Qualification Code Sheet, which is forwarded to Machine Records Division to be included in the Qualifications Registers. (Current)		
4	BIOGRAPHIC PROFILE RECORDS		
	Consists of copies of Form 1200, Biographic Profile, and related feeder cards. The Biographic Profile serves as an authenticated current source of information on Agency personnel to be used in lieu of the Official Personnel Folder when possible for the following: Assignment of personnel; selection for special duty; career planning; long-term training; etc. Cards are used to acquire and control information received and used in the preparation of the profile.		

Approved For Release 2005/11/21 : CIA-RDP78A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p>a. Form 1200 Biographic Profile.</p> <p>Consists of the copies received and initialed by the employee and the original master copies prepared therefrom which are used for reproduction purposes.</p> <p>(1) Initialed copies. Arranged alphabetically thereunder. (1958-1960)</p> <p>(2) Original Master Reproductions copies. Arranged by service designation and alphabetically thereunder. (1957-1960)</p>	2.0 3.0	<p>Temporary. Destroy 6 months after information is typed on the original master reproduction copy.</p> <p>Temporary. Destroy only when all information is typed on new master or upon separation of employee, provided most current copy of Profile has been placed in the Official Personnel Folder.</p>
5	<p>b. Control Card, used to control the receipt and dispatch of information used in preparation of the Biographic Profile.</p> <p>c. Form 1200b, Biographic Profile Test Record, containing information supplied by the Office of Training such as type of tests given and the dates. (1959-1960)</p> <p>d. 5" x 8" card received from the Office of Training containing lists of training courses attended by the employee. (1959-1960)</p>	1.0 1.0 1.0	<p>Temporary. Destroy upon preparation of current card or separation of employee.</p> <p>Temporary. Destroy 6 months after information has been entered on Profile.</p> <p>Temporary. Destroy 6 months after information has been entered on Profile.</p>
5	REFERENCE PUBLICATIONS FILE	1.0	Temporary. Destroy when no longer needed for reference purposes.
6	LIBRARY MATERIAL	6.0	Temporary. Return to Library when no longer needed for reference purposes.

Approved For Release 2005/11/21 : CIA-RDP7A000100230003-5

RECORDED ON FILE SCHEDULED FOR RELEASE 2005/11/21 : SECRET			SCHEDULE NO. 10-65
OFFICE, DIVISION, BRANCH <i>Records and Control Div 6 May 1966</i> Office of Personnel, Personnel Operations Division/ Qualifications Analysis Branch			S
			T
			Chief, OP/POD/QAB
			23 SEP 1965
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p>BRANCH SUBJECT FILES</p> <p>a. Consists of correspondence regarding coding, conversions, etc. as well as studies dealing with educational background of Agency employees, National War College graduates and other matters. Also included in this file is briefing material, procedures, building emergency plans and other material pertaining to the over-all function of the branch. (1956 -)</p> <p>b. Consists of budget estimates, T&A information, training requests and other matters of a routine nature. (1957 -)</p>	2.8 .5	<p>Temporary. Screen periodically. Destroy material no longer needed. Retain remainder in current files area.</p> <p>Temporary. Cut off annually. Destroy when three years old.</p>
2.	QUALIFICATION REGISTERS	2.0	Temporary. Destroy when superseded, obsolete, or no longer needed.
3.	QUALIFICATION REGISTER REQUESTS	.5	Temporary. Destroy when two years old.
<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5</p> <p style="text-align: right;">EXCLUDED FROM AUTOMATIC DECLASSIFICATION</p>			

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4.	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5 CODING MATERIAL	12.0	Temporary. Upon return of Forms 1962 and 1962a from OP/POD/TRB retain in immediate office area indefinitely. (Final determination as to the disposition of this item has not as yet been reached.)
5.	a. Consists of copies of Form 1962, Master Qualifications Coding Record, and Form 1962a, Qualifications Record Change, which are used in coding qualifications and changes in information already coded. These sheets are forwarded to OP/POD/TRB in order to prepare computer input which is forwarded to OCS for inclusion in Qualifications Registers. (1962 -) b. Consists of code books outlining classification coding and record system containing the numerical code used in coding the qualifications of applicants and employees. (Current)	4.0	Temporary. Destroy when new system is installed.
5.	BIOGRAPHIC PROFILES	47.0	Temporary. Destroy only when all information is typed on new master or when employee is separated from the Agency.
6.	a. Consists of the original master copies of Form 1200, Biographic Profile, prepared by QAB which are used for reproduction purposes. The biographic profile serves as an authenticated current source of information on Agency personnel to be used in lieu of the Official Personnel Folder when possible for assignment, selection, career planning, and long-term training. Filed alphabetically. b. Consists of master copies of the biographic profiles for deposit in VMR.	2.0	See VMS 3232, Item 17.
6.	CARD FILE	.8	Temporary. Destroy upon receipt of new card or when employee separates from the Agency.
	a. Consists of 5x8 cards containing coded biographic and qualification information on employees. b. Consists of 3x5 cards listing sample qualification requirements used in briefings.	.3	Temporary. Destroy when superseded, obsolete, or no longer needed.

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ITEM NO.	FILES IDENTIFICATION Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5	VOLUME <i>SECRET</i>	DISPOSITION INSTRUCTIONS	
			7.	8.
7.	PERSONNEL FOLDERS - OFFICIAL AND APPLICANT Consists of Official Personnel Folders as well as Official Applicant Files on loan from OP/File Room which are being used to work up coding information and in the cases of employees, biographic profiles, also. (Current)	30.8	Temporary. Return to OP/File Room when no longer needed.	
8.	REFERENCE MATERIAL Consists of certain machine listings such as combined alpha., occupational code, military reservists, true accessions, separations, name changes, and training rosters as well as occupational handbooks, regulatory issuances, OPMs, OTR and Support Bulletins and other material used as background and reference. Jobs 105, 106, 139, 161, and 185.	11.5	Temporary. Destroy when superseded, obsolete, or no longer needed except Job 105 which will be returned to SRB/POD/OP.	
		114.3		
APPROV			<i>30 Sept 1965</i>	Date
CIA Records Administration Officer				
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5				

SECRET

RNS

17 December 1963

MEMORANDUM FOR: CIA Records Administration Officer
THROUGH : Chief, Benefit & Services Division/OP
SUBJECT : Revised Schedule 40-63 for Suggestion Awards
Branch, BSD/OP
RESCINDS : Records Control Schedule 40-60, pages 41-44

1. Attached hereto is Records Control Schedule 40-63 for the Suggestion Awards Branch, BSD/OP. Items have been updated and modifications made where necessary.

2. It is requested that this schedule be substituted for the one presently in effect as soon as possible.



RAO/OP

Attachment:
RCS 40-63, SAB/BSD/OP

25X

X1

APPROV
A rectangular redaction box used to cover a signature.
CIA Records Administration Officer

6 Feb 1964

Date

SECRET

GROUP 1
Automatic

RECORDS CONTROL SCHEDULE			SCHEDULE NO.	RMS 25X
Approved For Release 2005/11/21 : CIA-RDP78-00487A006100230003-5			CONCURRENCE	
OFFICE, DIVISION, BRANCH				
Office of Personnel, Benefits and Services Division/ Suggestion Incentive Awards Branch			Chief, SAB/BSD/OP 17 DEC 1963	
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS	
1.	BRANCH ADMINISTRATIVE SUBJECT FILE a. This file documents background and activities of the Suggestion Awards Program, monthly reports, policies, procedures, publicity, rosters of award winners plus other material describing the activities of the Suggestion Awards Branch. b. These files are maintained to reflect the administrative activities of the Branch. Included in this file are requisitions, budget estimates, etc.	.8 2.7	Temporary. Screen periodically. Retain in current files area. Temporary. Cut off at end of each year. Destroy when three years old.	
2.	LONGEVITY PROGRAM Consisting of machine runs of these individuals with ten and fifteen years Agency service as well as material relating to the history, policies and procedures, certificates, and ceremonies for the program.	1.0	Temporary. Disposal not authorized. Retain in current files area indefinitely.	
3.	SUGGESTION AWARD CASE FILES a. Consists of the following types of case files: 1. Pending cases. Filed numerically. 2. Approved cases. Filed alphabetically.	1.0 2.0	Temporary. Place in appropriate file (approved and disapproved) when case is closed. Temporary. Disposal not authorized. Hold in office area for two years after close of the case. Retire to Records Center and hold for five years. At the end of this period, return to classification for disposition.	

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Approved For Release 2005/11/21 : CIA-RDP78-00487A006100230003-5

RECORDS CONTROL SCHEDULE		SECRET	SCHEDULE NO.	30-61	ILLEGIB
OFFICE, DIVISION, BRANCH <i>Personnel Management Staff, Suggestion Awards Staff</i>		CONCURRENCE			
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (SCROLL PT.)	DISPOSITION INSTRUCTIONS		
42	STAFF ADMINISTRATIVE FILE This file documents the activities performed by the Suggestion Awards Staff and consists of policy files, rosters of award winners, reports to DCI, DD/S, Chief, Management Staff. Filed in accordance with Agency File Manual. (1953 - 1960)	1.	Permanent. Disposal not authorized. Retain in current files area indefinitely.		
43	ADMINISTRATIVE OR HOUSEKEEPING FILES These files are maintained to reflect the administrative activities of the Staff. File consists of requisitions, purchase orders and report files to the Civil Service Commission Bureau of the Budget, budget estimates and reports. Arranged by subjects according to the Agency Manual. (1953 - 1960)	2.	Temporary. Destroy when 3 years old. (Cut off at end of each year; transfer to Records Center 2 years thereafter.)		
44	EMPLOYEE SUGGESTION CASE FILES This file consists of folders utilized to centrally maintain all pertinent documents of an employee suggestion. Includes originals and copies of correspondence and forms on all cases such as transmittal of suggestions, proposals for evaluating, briefings and committee findings. Filed alphabetically. a. Pending cases... Filed Numerically. b. Approved cases.. Filed Alphabetically.	3. 4. 5.	Permanent. Disposal not Authorized. Retain in current files area. (Review in 1962)		

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Available*

6/17/98

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
45	c. Disapproved cases. Filed Alphabetically (1952 - 1961) CONTROL FILE This file consists of that portion of Employees' Suggestion Form that is detachable and utilized to control and reflect the status of the Suggestion during its processing cycle. Filed alphabetically by suggestor's name and serves as a cross-reference to numerical case files. (1952 - 1961)	8.	Temporary. At end of one year transfer to Records Center. Destroy 2 years thereafter.
46	SUGGESTION AWARDS LOG This file consists of a register of control numbers assigned to each Suggestion. Includes name, Office, Division, Branch and grade of Suggester, date of receipt of document, log to and from evaluators and final disposition. (1952 - 1961)	1.5	Temporary. Disposal not authorized. Retain in current files area indefinitely.
47	SUGGESTION INDEX FILE Consists of 3x5 card files giving pertinent information regarding the subject of suggestion, utilized solely for convenience of operations to check for duplicate suggestions. Filed alphabetically by subject. (1958 - 1961)	.1	Temporary. Disposal not authorized. Retain in current files area indefinitely.
48	SUGGESTION AWARDS COMMITTEE AGENDAE This file consists of the staff copy of the Committee agendas. Includes summary of evaluations; recommendations for guidance of committee; and informal resume of the committee's deliberations. (1958 - 1961)	1.2	Persistent. Disposal not authorized. Retain in current files area for one year and transfer to the Records Center.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS	
			SECRET	SECRET
49	REFERENCE PUBLICATIONS FILE This file consists of posters, slides, bulletins, documents, circulars and other processed or printed documents. Includes promotional materials and publications from other Government agencies concerning the Program, utilized for reference purposes and/or convenience of operations.	13.	Temporary. Destroy when no longer needed for reference purposes.	SECRET
50	REGULATORY ISSUANCE FILE Consists of published Agency Regulations, Notices, Handbooks, etc., maintained for reference purposes.	2.	Temporary. Retain in current files area. (Destroy individual issuance only when obsolete or when replaced by current issuance.)	SECRET

RECORDED ON FORM 1045 APPROVED FOR RELEASE 2005/11/21 : CIA-RDP78-U0487A000100230003-5			SECRET	SCHEDULE NO.
OFFICE, DIVISION, BRANCH Mobilization and Personnel, Military Personnel Division, Office of the Chief				
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS	
1	SUBJECT FILE Consists of copies of correspondence, reports, studies, machine listings, and similar material pertaining to the procurement, assignment, administration, and disposition of Military Personnel and operating procedures and policy for MMPD administration. Filed alphabetically by subject. (1958-1960)	.5	Temporary. Destroy when 3 years old. (Cut off at end of each year; destroy 3 years thereafter.) 12/5/63	
2	ACTIVITY REPORTS a. Consists of activity reports received from the Branches. These reports contain information on the status of projects, the Agency Reserve program, personnel in process, terminations, etc. Filed chronologically. (1959-1960) b. Consists of annual reports prepared for the Director of Personnel. These reports contain summarized information of the activities of the Division and outline progress, program plans, and objectives. Filed chronologically by year. (1958-1960)	.1	Temporary. Destroy when 1 year old. 12/5/63 40-63 R.R.	
3	ROSTER OF OVERSEAS PERSONNEL (Book file) consisting of overseas personnel roster arranged by country -- Maintained for information only. (Current)	.1	Temporary. Transfer to Historical Reference file Admin Unit when 1 year old. Temporary - Destroy when obsolete or superceded.	

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4	<p>Approved For Release 2005/11/21 : CIA-RDP487A000100230003-5</p> <p>TOP SECRET LOG</p> <p>Record of the receipts and dispatch of material classified Top Secret, maintained for security purposes. Consists of the Office copy of Form 38-16 and Control Sheet Form 311. Filed chronologically. (1952-1960)</p>	.2	<p>SECRET</p> <p>Disposal not authorized. Retain in current files area indefinitely.</p>
5	<p>REFERENCE PUBLICATIONS FILE</p> <p>Consists of published material such as regulations, handbooks, registers, etc. maintained for reference purposes.</p>	.5	<p>Temporary. Destroy when no longer needed for reference purposes.</p>

SECRET

Approved For Release 2005/11/21 : CIA-RDP487A000100230003-5

SECRET

SCHEDULE NO.

487A000100230003-5

OFFICE, DIVISION, BRANCH		Mobilization and Personnel-Military Personnel Division, Administrative Services Unit	SIG	TIT	Chief, MMPD
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)		VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS	
1	SUBJECT FILE Consists of correspondence, survey reports duty rosters, Special Service Reports and similar material pertaining to the administrative support activities of the Division. Filed by subject. (1958-1960)		1.0	Temporary. Destroy when 2 years old. (Cut off at end of year; destroy 2 years thereafter.)	
2	UNIT FUNDS FILES (All Branches) Consists of vouchers, cancelled checks, bank deposit slips, bank statements, council books, minutes of council meetings, and similar types of material used to account for monies received for and expended from the Unit Funds. Filed organizationally by units. (1957-1960)		.7	Temporary. Destroy 3 years after audit and clearance. (Cut off at end of each year; destroy 3 years after audit.)	
3	NAME INDEX Consists of two sets of 1 5/8" x 4" cards, a true name card and a pseudonym card. Both cards contain a code number which serves as a cross-reference to a loose-leaf binder. The index is used for reference purposes in the receipt and dispatch of correspondence and cables. Filed alpha- betically by name. (Current)		0.4	Temporary. Destroy both cards when cancelled.	

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4	Approved For Release 2005/11/21 : CIA-RDP48A000100230003-5 LIAISON CONTACT FILE	SECRET .2	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
	Consists of copies of Form 123, Request For Approval of Liaison, prepared by the Branch as requests to have non-CIA employees security cleared for liaison contact. These forms are forwarded to the Office of Security for action and returned to the Branch as notifications of approval or disapproval. Filed chronologically. (1958-1960)	.2	
5	DOCUMENT RECEIPT FILES		
	Consists of Registered Mail Receipts, DA Form 1204, and DD Form 646, Document Receipts, which were signed by the recipient at the time the material was received.		
	a. Registered Mail Receipts. Filed chronologically. (1959-1960)	.1	Temporary. Destroy when 1 year old.
	b. Document Receipts. Forms 1204 and 646. Filed chronologically. (1959-1960)	.1	Destroy when 2 years old.
6	MAILING ADDRESS FILE		
	Consists of 1 5/8" x 4" cards maintained on all military personnel assigned to Agency units. Cards contain individuals name, unit to which assigned, mailing address, and are used primarily to route and dispatch personal mail to the individual. Filed alphabetically by name. (Current)	.2	Temporary. Destroy when superseded or obsolete.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
7	Approved For Release 2005/11/21 : CIA-RDP487A000100230003-5 MPD MEMORANDUM FILE Consists of administrative issuances (Military Personnel Division Memorandum) prepared and issued by the Division to supplement the MDW Memorandums and the Office of Personnel Memorandums. Filed numerically by memorandum number. (Current)	.2	Temporary. Destroy when superseded or obsolete.
8	REFERENCE FILE - ON MILITARY PERSONNEL Consists of 1 set of (Wheeldex) 1 5/8" x 4" control reference card on all military personnel assigned to the Agency or considered for assignment (active, separated, retired and applicants) cross references Official 201 files maintained in Military Personnel Branch or transferred to Records Center--(Established 1959).	.2	Temporary. Card to be destroyed upon destruction of the Official 201 File.
9	HISTORICAL REFERENCE AND ORIENTATION FILE (New 1959) Consists of copies of semi-annual reports prepared for the Director of Personnel and other official reports, survey studies, etc. These files contain summarized information of the activities of the Division and outline progress, program, plans, and objectives. This file is maintained for reference and orientation of officer personnel assigned to MMPD. (1953-1960)	1.0	Temporary. To be retained in work for orientation purposes as long as required then destroyed.
NOTE: Project Case File, Item 456, RCS 40-57 has been transferred to Central Cover Division.			

Approved For Release 2005/11/21 : CIA-RDP487A000100230003-5

RECAPTURE CONTROL RELEASED 2005/11/21 : CIA-RDP78-A00487A000100230003-5			SECRET	25X
OFFICE, DIVISION, BRANCH Personnel, Mobilization and Military Personnel Division, Manning Branch			TITLE Chief, MB/MMPD	DATE 21 Jun 60
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS	
1	BRANCH SUBJECT FILE Consists of Congressional correspondence, correspondence with the Secretary of Defense, and other papers pertaining to the operation and administration of a program of procuring qualified military personnel; management of the JOT Program, compilation of military personnel statistics; and the coordination of activities on matters pertaining to military personnel. Filed alphabetically by subject. (1958-1960)	2.0	Temporary - Destroy when 2 years old. (Cut off at end of each year; destroy at end of 2 years.)	
2	MONTHLY STATISTICAL REPORTS FILES Consists of copies of reports prepared on a monthly basis containing statistical information on reimbursable and non-reimbursable personnel, unit strength and personnel assignments. a. Reimbursable and Non-Reimbursable Reports. Consisting of rosters and worksheets used to prepare monthly compilations which are forwarded to the Office of the Comptroller. (Current) b. Report of Assigned Personnel. Consists of a report submitted to the Division Chief monthly reflecting current assignment, changes in assignment, etc., of division personnel, Filed chronologically. (1959-1960)	.7 .1	Temporary. Destroyed when 6 months old or when superseded whichever is sooner. Temporary. Destroy when 1 year old.	

Approved For Release 2005/11/21 : CIA-RDP78-A00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
3.	MANNING TABLE FILE Approved For Release 2005/11/21 : CIA-RCS40-57A000100230003-5	1.5 SECRET	Permanent. Disposal not authorized. Cut off at end of 2 years. Transfer to Record Center for permanent retention. (Item 470, RCS40-57.)
4	PERSONNEL REQUIREMENTS FILE Contains fiscal year requirements submitted by Operating Offices, correspondence to and from the Department of Defense on authorizations, justifications, approvals and disapprovals of the requirements, explanations for recommended increases, etc. Filed chronologically. (1958-1960)	1.0	Cut off file at end of fiscal year, destroy non reference material and file pertinent material with related Manning Table for retirement as specified.
5	PERSONNEL DATA CARD FILE Consists of 5x8 card file prepared on military personnel who have been assigned to the Agency, recommended for Agency assignment, or contacted for possible Agency assignment. Cards contain name, rank, qualifications, availability, initiation of processing, date returned to parent service etc. These cards are used to check against initiation processing on previously disqualified personnel, and for follow-up purposes for control of expiring assignments, and reporting purposes.	2.0	Temporary. Retain cards on assigned personnel in immediate work area for reference; cards on individuals not assigned to Agency to be destroyed when 2 years old.

RECORDED FOR RELEASE 2005/11/21 CIA-RDP78-00487A000230003-5			SECRET	SCHEDULE NO.
OFFICE, DIVISION, BRANCH Office of Personnel/Mobilization and Military Personnel Division			Chief, MMPD/OP	-5 NOV 1963
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS CIA Records Administration Officer	
1.	MMPD SUBJECT FILES a. Consists of correspondence and memoranda used in administering the daily activities of MMPD. Subjects deal with the procurement, assignment, administration and disposition of military personnel and included are such files as activity reports, pay and allowances, personnel requirement requests and chrono files. (1961-1963) b. Consists of policy and procedures including directives and other documents which establish precedence for continuing action. Included in this file are Congressional correspondence, correspondence with the Office of Secretary of Defense, Office of Defense Mobilization and other government agencies as well as reports and studies pertaining to the present, future and emergency manpower requirements of the Agency, including mobilization personnel requirements. These files are used in developing plans and recommendations concerning Agency policy and procedures and in conducting liaison with ODM and DOD in support of the Agency's long-range mission. (1958-1963)	12.7 APPRO ^{25X}	LOUIS G. CARLUCCIO Date Temporary. Cut off file annually. Destroy when three years old	<i>5 Dec 1963</i> Date CIA Records Administration Officer
2.		9.9	Temporary. Disposal not authorized. Retire to Records Center when no longer needed in current files area and hold for five years. At the end of this period return to originator for review and possible resubmission if necessary.	
		.2	Temporary. Destroy after liaison is no longer desired.	
			GROUP 1 Downgrading and declassification	

Approved For Release 2005/11/21 : CIA-RDP78-00487A000230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
3.	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5</p> <p>SECRET</p> <p>a. Consists of correspondence dealing with 2A deferments and 4A and 4F categories for Agency employees eligible for deferment from the military service and those with reserve obligations to the military who have been granted permission to leave the country on official business. File contains Selective Service Action Requests, approvals and disapprovals of requests, correspondence with the Director of Selective Service and Office of Security. Appropriate papers are placed in Official Personnel Folder.</p> <p>b. Selective Service Record Control File - Form 575a provides a basic reference, index and action record of selective service deferment actions taken relative to Agency employees. Form contains pertinent data on employee. Filed alphabetically.</p>	2.5	Temporary. Screen periodically. Destroy materials no longer needed.
4.	WAR PLANS FILE	.1	Temporary. Screen periodically. Destroy cards on individuals who are no longer associated with the Agency.
5.	<p>Consists of estimates on country and area war plans used as a basis for preparing estimates on personnel requirements. File contains summaries of the mobilization plans including the mission, cover, types of personnel required, operation plans, and similar material which become annexes to the Master Plan held by the DD/P. (1954-1963)</p> <p>FUNDS FILE</p> <p>a. Agency Imprest Fund File - Consists of retained copies of Form 282, Accounting by Individual for Advance, loan, registers, listings and related material reflecting accountability for monies loaned from ^{and} repaid to the fund on a monthly basis.</p> <p>(Current)</p>	2.0	Temporary. Retain in current files area indefinitely.
		.1	Temporary. Destroy two years after audit.

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Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21		
	REF ID: A000100230003-5		
	SECRET		
6.	<p>b. Army Unit Fund File - Consists of vouchers, cancelled checks, bank deposit slips, bank statements, council books, minutes of council meetings, and similar material used to account for monies received for and expended from Unit Funds. Filed organizationally by unit. (1961-1963)</p> <p>a. Consists of administrative orders such as General Orders, Special Orders, TAG orders. These orders serve as documentation for official travel of both civilian and military personnel, assignments to active duty, shipment of household effects, promotion, special assignments, etc. Copies of these orders are submitted to appropriate branch of service. Arranged organizationally and numerically.</p> <p>b. Special Orders Log - Consists of Control Numbers to Special Orders and General Orders. Log contains order number, date, purpose and personnel covered by order. Arranged chronologically. (Current)</p>	.8	<p>Temporary. Destroy three years after audit, except bound books which will be destroyed three years after date of last entry therein.</p>
7.	<p>ADMINISTRATIVE ORDERS FILE</p> <p>RESERVE FILES</p> <p>a. Consists of case files on Agency reservists containing papers pertaining to reserve status and participation in the Agency's reserve program. Filed alphabetically by name. (Current)</p> <p>b. Consists of correspondence, rosters and reports pertaining to the Agency's activity in developing a Standby Reserve Program. (Current)</p>	6.3 10.5 4.0	<p>Permanent. Disposal not authorized. Cut off at end of each year. Transfer to Records Center one year thereafter.</p> <p>Temporary. Destroy when one year old.</p> <p>Temporary. Dispose of in the following manner</p> <ol style="list-style-type: none"> Files on personnel assigned to Field stations retained pending return; then reactivated. Files on personnel discharged from the program will be filed in an inactive file. Inactive files will be cut off end of each year and destroyed one year thereafter. <p>Temporary. Retain in current files area until no longer needed.</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5		
	c. Consists of Reserve attendance rosters prepared in conformance with Army regulations. (1964 -)	2.0	Permanent as required by AR 345-215. Cut off at end of each calendar year. Hold one year; then transfer to U. S. Army Records Center.
	d. 201 and Qualification Record maintained on each Army Reserve Officer in accordance with AR 140-138, AR 611-103, and AR 640-10 plus approx. 300 enlisted folders. (Current)	24.0	Temporary. Upon termination of assignment with the Agency Army Reserve Unit, records will be forwarded to CG XXI U. S. Army Corps (RES O IGMR, Pa.) for disposition.
	e. Consists of copies of DA Form 201 and 201a Pay Roll and Mileage Voucher Reserve Officers on Active Duty for Training. (Current)	1.0	Temporary. Cut off at end of each year. Hold one year in current files area. Transfer to U. S. Army Records Center, AR 345-215.
	f. Consists of information on courses for the training of Agency reservists. Back-up material for these courses for instructional purposes is made up in kits for the students.	20.0	Temporary. Destroy when superseded or no longer needed.
8.	PERSONNEL PROCESSING FILES		
	a. Consists of military personnel case files on individuals being security cleared and processed for possible assignment to the Agency. Filed alphabetically. (Current)	10.0	Temporary. Dispose of in the following manner: 1. Upon entrance on duty, incorporate in official file. 2. Upon cancellation of processing, place in inactive file. Upon accumulation of one foot retire to Records Center. Hold for two years; then destroy.
	b. Consists of copies of Form 639, Cancellation of Applicant Processing, used in compiling information for statistical reports. Filed chronologically. (1963 -)	.7	Temporary. Cut off at end of each year. Destroy one year thereafter.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
9.	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5</p> <p>MILITARY PERSONNEL FOLDER FILES</p> <p style="text-align: center;">SECRET</p> <p>Consists of the official personnel folders for military personnel assigned to the Agency. Files contain both the folders prepared and maintained by the Agency as well as those forwarded from the parent service.</p> <p>a. Official field file for military personnel assigned to the Agency. Files contain current case histories of the individuals and papers which document their military service. (Current)</p> <p>b. Agency military personnel folders comprising of papers which document the affiliation of personnel with the Agency. Files include correspondence and related records pertaining to the assignment, memorandum of understanding, security clearance, personnel actions, etc. Filed alphabetically by name. (Current)</p>	20.0	Temporary. Screen for sensitive material and return to parent service upon termination of assignment of individual.
10.	<p>CARD FILES</p> <p>a. Consists of two sets of cards which serve as a cross reference to a strip file. The index consists of true name and pseudonym cards used for dispatch of correspondence and cables. Filed alphabetically. (Current)</p> <p>b. Consists of cards maintained on all military personnel assigned to Agency units. Cards contain individual's name, unit, and mailing address. (Current)</p>	<p>22.0</p> <p>.1</p>	<p>Temporary. Dispose of in following manner:</p> <ol style="list-style-type: none"> Upon termination of assignment of individual not converted to staff employee status place in inactive file. Transfer to Records Center one year later. Destroy at Records Center 75 years after birth of employee or 60 years after date of earliest document in the folder if date of birth cannot be ascertained. If converted to staff employee status, forward to OP File Room. <p>Temporary. Retain one year after separation of employee and destroy.</p> <p>Temporary. Destroy one year after departure of individual.</p>

SECRET

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5</p> <p>c. Consists of cards showing name, rank, serial number, reserve points earned, courses taken, promotion date, last physical. (Used in lieu of file when file is forwarded to XXI Corps for action.) (Current)</p> <p>d. Consists of personnel data cards prepared on military personnel who have been assigned to the Agency. Cards contain name, rank, serial number, dates of assignment, etc. (1947 - 1965)</p> <p>e. Consists of pay record cards on enlisted personnel. Cards used to maintain up-to-date pay authorizations and contain such information as base pay, longevity, allotments, withholding tax, social security deductions, etc. (Current)</p> <p>f. Consists of IBM cards showing pertinent data on Air Force personnel such as "shot" information, overseas tours, promotions, etc. (Current)</p>	.5	Temporary. Retain one year after resignation of employee; then destroy.
11.	DOCUMENT RECEIPT FILES	.4	Temporary. Disposal not authorized. Retain indefinitely in office area for reference purposes.
12.	TOP SECRET LOG	.1	Temporary. Destroy upon reassignment of individual.
	Consists of registered mail receipts - DA Form 1204, DOD Form 646, and AF Form 310. Filed chronologically.	1.8	Temporary. Retain until individual is transferred back to parent service. Card accompanies individual.
	Records receipt and dispatch of top secret material. Filed by top secret number.	.2	Temporary. Destroy when two years old.
			Temporary. Destroy ten years after document is downgraded, destroyed or sent outside control point.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5	VOLUME	DISPOSITION INSTRUCTIONS	
			SECRET	
13.	MORNING REPORT FILES a. Consists of DA Form 1 which serves as daily accountings for all military personnel in each unit. Copies of this form forwarded to parent organizations as required by regulations. Filed chronologically. (1961-1963) b. Consists of data records, Agency form 1072 and Air Force forms 1123 and 1124, used in preparation of and as a supplement to the morning report. Arranged by rank and alphabetically by name thereunder. (Current)	2.8	Temporary. Destroy when one year old or upon discontinuance whichever is sooner.	
14.	MACHINE LISTINGS AND RECURRING REPORTS Consists of rosters of civilian and reserve personnel and statistical information on reserve categories, membership in training units, authorized Agency positions, and various personnel activities. Also a roster of overseas personnel arranged by country is maintained for information purposes as well as machine listings received monthly from the Pentagon of Army personnel assigned to the Agency and rosters used to prepare monthly compilations which are forwarded to Office of Comptroller. (Current)	1.1	Temporary. Disposal not authorized. Retain for reference in current files area.	
15.	REFERENCE MATERIAL Consists of published materials such as Army regulations, circulars, pamphlets, manuals and handbooks as well as tables of distribution and job descriptions used for reference purposes.	5.6	Temporary. Retain in current files area. Destroy selectively upon receipt of new listing.	
		42.1	Temporary. Destroy when superseded, obsolete or no longer needed.	
		204.0		

SECRET

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	SECRET	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : GSA RDP78-00487A000100230003-5 c. Consists of Reserve attendance rosters prepared in conformance with Army regulations. (1961-1963)	RDP78-00487A000100230003-5	2.0	Permanent as required by AR 345-215. Cut off at end of each calendar year. Hold one year; then transfer to U. S. Army Records Center.
	d. 201 and Qualification Record maintained on each Army Reserve Officer in accordance with AR 140-138, AR 611-103, and AR 640-10 plus approx. 300 enlisted folders. (Current)	24.0	Temporary. Upon termination of assignment with the Agency Army Reserve Unit, records will be forwarded to CG XXI U. S. Army Corps (RES O IGMR, Pa.) for disposition.	
	e. Consists of copies of DA Form 201 and 201a Pay Roll and Mileage Voucher Reserve Officers on Active Duty for Training. (Current)	1.0	Temporary. Cut off at end of each year. Hold one year in current files area. Transfer to U. S. Army Records Center, AR 345-215.	
	f. Consists of information on courses for the training of Agency reservists. Back-up material for these courses for instructional purposes is made up in kits for the students.	20.0	Temporary. Destroy when superseded or no longer needed.	
8.	PERSONNEL PROCESSING FILES a. Consists of military personnel case files on individuals being security cleared and processed for possible assignment to the Agency. Filed alphabetically. (Current)	10.0	Temporary. Dispose of in the following manner 1. Upon entrance on duty, incorporate in official file. 2. Upon cancellation of processing, place in inactive file. Upon accumulation of one foot retire to Records Center. Destroy when fifteen years old.	
	b. Consists of copies of Form 639, Cancellation of Applicant Processing used in compiling information for statistical reports. Filed chronologically. (1961-1963)	.7	Temporary. Cut off at end of each year. Destroy one year thereafter.	

SECRET

Approved For Release 2005/11/21 : GSA RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5 c. Consists of cards showing name, rank, serial number, reserve points earned, courses taken, promotion date, last physical. (Used in lieu of file when file is forwarded to XXI Corps for action.) (Current)	.5	Temporary. Retain one year after resignation of employee; then destroy.
	d. Consists of personnel data cards prepared on military personnel who have been assigned to the Agency. Cards contain name, rank, serial number, dates of assignment, etc. (1947 - 1965)	.4	Temporary. Disposal not authorized. Retain indefinitely in office area for reference purposes.
	e. Consists of pay record cards on enlisted personnel. Cards used to maintain up-to-date pay authorizations and contain such information as base pay, longevity, allotments, withholding tax, social security deductions, etc. (Current)	.1	Temporary. Destroy upon reassignment of individual.
	f. Consists of IBM cards showing pertinent data on Air Force personnel such as "shot" information, overseas tours, promotions, etc. (Current)	1.8	Temporary. Retain until individual is transferred back to parent service. Card accompanies individual.
11.	DOCUMENT RECEIPT FILES Consists of registered mail receipts - DA Form 1204, DOD Form 646, and AF Form 310. Filed chronologically.	.1	Temporary. Destroy when two years old.
12.	TOP SECRET LOG Records receipt and dispatch of top secret material. Filed by top secret number.	.2	Temporary. Destroy ten years after document is downgraded, destroyed or sent outside control point.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
6	<p>Approved For Release 2005/11/21 : CIA-RDP87A000100230003-5</p> <p>PERSONNEL REQUIREMENTS REQUEST FILE</p> <p>Contains memorandums and Form 1152a, Request for Personnel Actions from operating offices for immediate action. These memorandums are submitted to the Manning Branch on an as Needed-Basis and usually specify desired rank, qualifications etc. Filed numerically by requisition number. (Current)</p>	.1.1	<p>SECRET</p> <p>Temporary. Destroy or transfer to appropriate file upon completion of action.'</p>
7	<p>PERSONNEL REQUISITION NUMBER REGISTER</p> <p>Consists of a record of the control numbers assigned to personnel requisitions. Information includes requisition number, requesting Division, date of request, desired rank, etc. A new register is prepared each quarter. Arranged chronologically. (1958-1960)</p>	.3	<p>Temporary. Destroy when 1 year old.</p>
8	<p>PERSONNEL PROCESSING AND CONTROL FILES</p> <p>a. PROCESSING FOLDER FILES</p> <p>Consists of case files on military personnel cases who are being security cleared and processed for possible assignment to the Agency. Folders include the personal history statement, profile, request for personnel action, request for security clearance, report of interview, and similar material. Documents from these folders become a part of the Official Agency Military Personnel Folder upon entrance on duty of the individual. Filed alphabetically by name. (Current)</p>	8.9	<p>Temporary. Dispose of in the following manner:</p> <ol style="list-style-type: none"> 1. Upon completion of processing and entrance on duty of individual incorporate in appropriate Agency Military Personnel Folder File. 2. Upon cancellation of processing <ol style="list-style-type: none"> a. Place in inactive file. b. Screen annually and destroy those indicating a period of 1 year since date of last interest except those with a suspense notation for retention due to security or medical interest factors which will be retired to Record Center and destroyed when 15 years old. (Item 482, RCS 40-57.)

Approved For Release 2005/11/21 : CIA-RDP87A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p style="text-align: center;">Approved For Release 2005/11/21 : CIA RCS40-57A000100230003-5</p> <p>b. SECURITY INITIATION SUSPENSE FILE</p> <p>Consists of 3"x5" cards which serve as a tickler for follow-up purposes on processing cases for which Form 377, Request for Security Clearance, has been prepared. Filed chronologically by follow-up date. (Current)</p> <p>c. PROCESSING CANCELLATION FILE</p> <p>Consists of a loose-leaf binder containing retained copies of Form 639, Cancellation of Applicant Processing used in compiling information for statistical reports. File may also contain correspondence from the Office of Security concerning cancellation. Filed chronologically. (1958-1960)</p>	.1	Temporary. Destroy when follow-up actions are completed.
9	<p>AGENCY MILITARY PERSONNEL FOLDER FILE (Navy, Marine Corps)</p> <p>Consists of the official Agency military personnel folders containing papers which document the affiliation of Navy and Marine Corps personnel with the Agency. Files include correspondence and related records pertaining to the assignments of the individual, secrecy agreements and memorandums of understanding, security clearances, personnel actions, etc. Filed alphabetically by name. (Current)</p>	.7	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
		1.5	<p>Temporary. Dispose of in the following manner:</p> <ol style="list-style-type: none"> 1. Upon termination of assignment for individuals not converted to staff employee status - - <ol style="list-style-type: none"> a. File folders alphabetically by name in an inactive file. b. Cut off inactive file at end of each year and transfer to Records Center, 2 years thereafter. c. Destroy at the Records Center, 75 years after birth of employee or 60 years after date of earliest document in the folder, if date of birth cannot be ascertained, provided employee has been separated for at least 5 years. (Item 483 - RCS40-57.)

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
10	TABLES OF ORGANIZATION Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5	.1	Temporary. Destroy each T/O and related correspondence upon receipt of current T/O.
11	ASSIGNMENT EXPIRATION AND EXTENSION FILE Consists of a loose-leaf binder containing information on expiration assignments, and assignments for which extensions have been requested. File contains copies of the Notification of Tour of Duty Expiration that were submitted to the operating offices, and correspondence to and from the parent services regarding requests for extensions and the approvals or disapprovals of the requests. Filed alphabetically by name. (1952-1960)	.4	Temporary. Destroy 1 year after termination of assignment.
12	CLASSIFIED DOCUMENT RECEIPT FILE Consists of DD Form 646, Classified Document Receipt, which was signed by the recipient at the time the material was received. Filed chronologically. (1958-1960)	.1	Temporary. Destroy when 2 years old.
13	REFERENCE PUBLICATIONS FILE Consists of published material such as regulations, notices, Navy Bulletins, correspondence manuals, Army Registers, and similar reference material.	12.4	Temporary. Destroy when no longer needed for reference purposes.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

RECORDS CONTROL SHEET				SECRET	SCHEDULE NO.	40-60
					APPROVED FOR RELEASE 2005/11/21 : CIA-RDP78-B0487A000100230003-5	CONCURRENCE
OFFICE, DIVISION, BRANCH	ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	SIGNATURE	TITLE	25X
Mobilization and Military Personnel Division, Mobilization and Reserve Affairs Branch	1	STAFF SUBJECT FILE Consists of correspondence with the Office of Defense Mobilization, the Secretary of Defense, the Director of Central Intelligence, and related reports and studies pertaining to the present, future, and emergency manpower requirements of the Agency. File is used in developing plans and recommendations concerning Agency policies and procedures on these requirements and in conducting liaison with ODM and the Department of Defense in support of the Agency's long-range mission. Arranged by subject. (1958-1960)	4.0	<i>Chief, MRB</i> 20 June 1960		
	2	STAFF WORKING FILE Consists of correspondence, special reports, tabulations, organization code manuals, and similar material used in administering the daily activities of the Staff; and project files. No arrangement. (1956-1960)	1.0	Temporary. Destroy when 3 years old. (Cut off file at end of year; destroy 2 years thereafter.)		
	3	CONVENIENCE FILE (Reading) Consists of extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically. (1958-1960)	.8	Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter.)		

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4	Approved For Release 2005/11/21 : CIA-RDP487A000100230003-5 WAR PLANS FILE Consists of estimates on country and area war plans. Basic plans are received by the Branch and used as a basis for preparing estimates on personnel requirements for those plans. File contains summaries of the mobilization plans including the mission, cover, and types of personnel required, operations plans, Emergency Series T/O's, and similar types of material which become annexes to the Master Plan held by the DD/P. (1954-1960)	2.0	SECRET Permanent. Disposal not authorized. Retain in current files area indefinitely.
5	CLANDESTINE SERVICES OPERATIONS PLANNING FILE Consists of preliminary estimates, comments, operational programs, cover requirements, personnel requirements, etc., used by the Branch in preparing estimates of personnel requirements, in support of clandestine planning. Arranged by subject. (1954-1960)	.6	Permanent. Disposal not authorized. Retain in current files area indefinitely.
6	MOBILIZATION PERSONNEL REQUIREMENTS FILE Consists of personnel requirements initiated by operating offices, Base Status Reports, preliminary organization charts, memorandums, and related material used in estimating the Agency's mobilization personnel requirements. These requirements are compiled and submitted to the Department of Defense on a fiscal year basis. Arranged organizationally. (1957-1960)	.7	Permanent. Disposal not authorized. (Cut off file every other year; transfer to Records Center 1 year thereafter.)

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
7	Approved For Release 2005/11/21 : CIA-RDP78A000100230003-5 RESERVE PREFERENCE OF DUTY FILE	1.5 SECRET	Temporary. Destroy when superseded or obsolete.
8	MACHINE LISTINGS Consists of machine listings containing rosters of civilian and reserve personnel and statistical information on reserve categories, membership in training units, authorized Agency positions, etc., maintained for reference purposes. (1954-1960)	2.8	Temporary. Destroy selectively upon receipt of new listings.
9	TOP SECRET LOG Record of the receipt and dispatch of material classified Top Secret, maintained for security purposes. Filed chronologically. (1955-1960)	0.1	Temporary. Retain in current files area; destroy when no longer required for control purposes.
10	SPECIALIST AND STANDBY RESERVE Consists of correspondence, policy papers, background material etc pertaining to Agency's activity in developing Specialist and Standby Reserve Units; security processing records, strength reports, rosters etc; also vital statistics and status information on Reservists. (Current)	2.0	Temporary. Destroy when obsolete or superseded; active file is maintained in immediate work area.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
11	Approved For Release 2005/11/21 : CIA-RDP78-A00487A000100230003-5 NATIONAL DEFENSE EXECUTIVE RESERVE	SECRET 2.0	Permanent. Retain in immediate work area.
12	INDEX CONTROL CARD FILES Contains 3x5 and 5x8 Cross Index file on Specialist Reserves. Cards contain name, military organization, current assignment, etc. Filed alphabetically by Office of assignment.	1.0	Temporary. Destroy when relieved from reserve assignment.
13	REFERENCE MATERIAL Consists of published material such as regulations, notices, handbooks, Army Bulletins, Congressional Records, etc., maintained for reference purposes.	3.4	Temporary. Destroy when no longer needed for reference purposes.

Approved For Release 2005/11/21 : CIA-RDP78-A00487A000100230003-5

RECORDS CONTROL RECORDS			2005/11/21 : CIA-RDP78-00487A000100230003-5
OFFICE, DIVISION, BRANCH			S
Personnel, Mobilization and Military Personnel Division, Mobilization & Reserve Affairs Branch, Reserve Affairs Unit			S
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	RESERVE AFFAIRS SUBJECT FILES Consists of correspondence, reports, briefs, and similar material maintained for administration of Reserve Affairs Branch. (1957-1960)	1.0	Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy at end of 2 years.)
2	PRECEDENCE FILE - RESERVE AFFAIRS Correspondence, directives, and other documents which establish policy and precedence for continuing action.	.1	Temporary. Destroy when 3 years old. (Cut-off at end of each year, screen selectively and transfer pertinent papers to file (immediately below). Place other material in inactive file and destroy when 3 years old.)
3	ORGANIZATION AND HISTORICAL FILE Consists of documents pertaining to origin and development of the reserve program within the Agency. Also Tables of Distribution and related organization of each Reserve Program, (Army, Navy, Air Force, and Marine). Filed by Organization. (1949-1960)	1.2	Permanent. Cut off every two years; Transfer to Records Center one year thereafter.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5 RESERVE PERSONNEL FOLDER FILE Consists of case files containing papers pertaining to the reserve status of employees and their participation in the Agency's reserve program and documents of a sensitive nature. (Folders are used in the administration of the activities of the reservists. Documents and other actions affecting reserve status are retained by the parent services.) Filed alphabetically by name. (Current)	10.5	Temporary. Dispose of in the following manner: 1. Files on pers assigned to field station retained pending return of individual. 2. Files on personnel discharged from the reserve program-- a. File folder alphabetically by name in an inactive file. b. Cut off inactive file at end of each year and destroy 1 year thereafter.
5	MACHINE LISTINGS Consists of machine listings containing rosters of reserve personnel and statistical information on reserve categories, civilian occupations, etc., maintained for reference purposes.	.3	Temporary. Destroy upon receipt of new listings.
6	RESERVE ATTENDANCE ROSTERS Consists of record copies of DA Form 1379 and DA Form 1380 prepared in conformance to instructions contained in AR 140-185, and 2d Army Memo 140-3.	0.7	Permanent. (Required by AR 345-292) Cut off at end of each calendar year, hold 1 year in current file area. Transfer to Records Holding Area (XXI US Army Corps, IGMR, Pa.)
7	RESERVE UNIT PAY AND ALLOWANCE FILES (Army) Retained copies of DA Form 201 and 201a. Pay Roll and Mileage Voucher Reserve Officers on Active Duty for Training. (Current)	.5	Temporary. Cut off at end of each year hold one year in current files area, transfer to DA Records Holding Area Para 14c(6) and Para 9, Appendix IV, AR 345-292.
8	RESERVE 201 FILE AND QUALIFICATION RECORD File maintained on each Army Reserve Officer in accordance with AR 140-138, AR 611-103, and AR 640-10	10.5	Temporary. Upon termination of assignment with the Agency Army Reserve Unit, records will be forwarded to CG XXI U.S. Army Corps (ResO. IGMR, Pa.) for disposition.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
9	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5 REFERENCE PUBLICATIONS FILE	14.0	Temporary. Destroy when superseded, obsolete or no longer needed for reference purposes.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

SECRET

SCHEDULE NO.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

25X

OFFICE, DIVISION, BRANCH		SCHEDULE NO.	
Personnel, Mobilization and Military Personnel Division, Personnel Branch		S T	
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	<p>BRANCH SUBJECT FILES</p> <p>Consists of files maintained by the Army and Air Force Sections of the Branch. Files contain correspondence, reports, and related material accumulated in the general administration of the activities of the Sections.</p> <p>a. Army Section. Consists of correspondence on the 6 months military training program, lists of personnel backstopped by the various units, processing of new employees, and similar material. Filed alphabetically by subject. (1958-1960)</p> <p>b. Air Force Section. Consists of copies of Airmen's Linguist Reports, correspondence on flying status, promotion and demotion, assignment, etc. Filed numerically by the Air Force filing system. (1958-1960)</p>	2.2	<p>Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter.) <i>hold one year then transfer to Records Center X</i></p>
2	<p>MORNING REPORT FILES (ARMY & AIR FORCE)</p> <p>Consists of DA Form 1, and AF Form 183, which serve as daily accountings for all military personnel of each unit. These reports provide continuous certified strength and status statistics which are forwarded to the parent organizations as required by regulation.</p>	1.0	<p>Temporary. Destroy when 2 years old. (Cut off at end of each year; destroy 2 years thereafter.) <i>hold one year then transfer to Records Center X</i></p> <p><i>X (per [redacted] request 11/06/83) fgh</i></p>

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100230003-5

SECRET

ITEM NO.	FILES IDENTIFICATION	VOLUME REF ID: A67A000100230003-5	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP87A000100230003-5		
	a. Morning Reports prepared by reporting field units, used in preparing the combined report for all units. Filed chronologically. (1958-1960)	1.0	Temporary. Destroy when 3 years old. (Cut off at end of each year; destroy 2 years thereafter.) (AFR 185-5)
	b. Retained copies of reports submitted to the parent organizations. Filed chronologically. (1958-1960)	1.8	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
3	MORNING REPORT DATA RECORDS (ARMY & AIR FORCE) Consists of AF Form 1123, and AF Form 1124, used in the preparation of and as a supplement to the morning report. Forms contain information such as service number, current rank, present assignment, location, allotment number, and similar information needed in the daily accounting of personnel. Arranged by rank and alphabetically by name thereunder. (1959-1960)	4.0	Temporary. Destroy 6 months after separation of the individual.
4	ACTIVITY REPORTS FILE Consists of bi-weekly reports covering the activities of the Army & Air Force Sections and summary reports covering the activities of the Branch. Reports include statistics on personnel returned from overseas, personnel reporting for duty, special projects, etc. Filed chronologically. (1959-1960)	.5	Temporary. Destroy when 1 year old.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
5	<p>Approved For Release 2005/11/21 : CIA- 2007A00487A000100230003-5</p> <p>MONTHLY REPORTS FILES (AIR FORCE)</p> <p>Consists of reports prepared at prescribed intervals (usually monthly) containing statistics on various personnel activities such as Report of Airmen Currently in Flying Status, Report of Military Personnel Stationed in the Washington, D. C. Area, Ground Accident Summary, General/Colonel Status Report, etc. Original copies of these reports are forwarded to the Commander, Headquarters Command, USAF. Filed chronologically. (1959-1960)</p>	.4	Temporary. Destroy when 6 months old.
6	<p>ADMINISTRATIVE ORDERS FILE</p> <p>Consists of administrative orders such as General Orders, Special Orders, TAG Orders, and a 3"x5" index. These orders serve as the documentation for official travel of both civilian and military personnel, assignments to active duty, shipment of household effects, promotion, special assignments, etc. Copies of these orders are submitted to the appropriate services.</p> <p>a. Administrative Orders. Arranged organizationally and numerically thereunder. (1958-1960)</p> <p>b. 3"x5" card index. Used as a reference to the order effecting travel of each individual. Filed alphabetically by name.</p>	6.3	Permanent. Disposal not authorized. (Cut off at end of each year; transfer to Records Center 1 year thereafter.) (Item 493a, RCS 40-57)
		.5	Temporary. Destroy upon completion of travel.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
7	Approved For Release 2005/11/21 : CIA-RDP48A000100230003-5 SPECIAL ORDERS LOG (ARMY AND AIR FORCE)	SECRET .1	Temporary. Upon completion of action file with related Special or General Order (Item 6 a) for disposition as specified.
8	PROCEDURES FILE Consists of the operating procedures established for the various Agency military units. Procedures include information on the mission and functions of the units, activation and deactivation of units, type of travel orders necessary for personnel in the units, cover, necessary documentation, etc. Arranged numerically by unit number. (Current)	1.2	Permanent. Disposal not authorized. Retire procedures for each unit to Records Center 1 year after procedures are superseded or become obsolete. (Item 495, RCS 40-57)
9	MILITARY PERSONNEL FOLDER FILES (Army, Air Force) Consists of the official personnel folders for military personnel assigned to the Agency. Files contain both the folders prepared and maintained by the Agency (Agency Military Personnel Folders) and those forwarded from the parent services. (Field Personnel Records or 201 Files.)		
	a. Official field 201 file for military personnel assigned to the Agency. Files contain current case histories of the individual and papers which document their military service. (Current)	17.8	Temporary. Screen for sensitive material and return to parent service upon termination of assignment of individual.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p style="text-align: center;">Approved For Release 2005/11/21 : CIA-SECRET 487A000100230003-5</p> <p>b. Agency Military Personnel Folders comprising papers which document the affiliation of Army and Air Force personnel with the Agency. Files include correspondence and related records pertaining to the assignments of the individual, secrecy agreements and memorandums of understanding, security clearances, personnel actions, etc. Filed alphabetically by name.</p>	24.6	<p>SECRET 487A000100230003-5</p> <p>Temporary. Dispose of in the following manner:</p> <ol style="list-style-type: none"> Upon termination of assignment for individuals not converted to staff employee status - - <ol style="list-style-type: none"> File folders alphabetically by name in an inactive file. Cut off inactive file at the end of 6 months and transfer to Records Center 6 months thereafter. Destroy, at the Records Center, 75 years after birth of employee or 60 years after date of earliest document in the folder if date of birth cannot be ascertained, provided employee has been separated for at least 5 years. Upon termination of Agency assignment and conversion to staff employee status sterilize documents in folder and forward to Records and Services Division to be included in the Official Personnel Folder File. (Item 496 - RCS 40-57)
10	<p>BRANCH SUSPENSE FILE (Army)</p> <p>Consists of suspense memoranda sheets maintained on all recurring reports, such as Annual Plans and Progress Report, Weekly Activity Report, Hospital Report, Per-Diem Report, Personnel Assigned Roster, etc. Also maintained on pending correspondence what requires a personnel action or follow up.</p> <p>(Current)</p>	.8	<p>Temporary. Destroy upon completion of action.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
11	IMPREST FUND FILE (Approved For Release 2005/11/21 : CIA-RDP76-O-0487A000100230003-5)	.4	Temporary. Destroy 2 years after audit.
	Consists of retained copies of Form 282, Accounting By Individual For Advance, loan registers, listings, and related material reflecting accountability for monies loaned from and repaid to the fund on a monthly basis. This file contains information on funds available to personnel for emergency use. Filed chronologically. (1958-1960)		
12	MILITARY PAY AND ALLOWANCES FILE (Army & Air Force)	.3	Temporary. Destroy 3 years after close of pay period to which they pertain.
	Consists of DD Form 114, Military Pay Order, Form DD 115, Military Payroll Money List, and DD Form 117, Military Payroll Money List and Certification Sheet, used to account for and effect changes in the pay status of Army and Air Force Personnel. (Authority AR 340-15) Filed chronologically. (Current)		
13	PERSONNEL ROSTERS	.2	Temporary. Destroy when 3 months old.
	Consists of machine Listings received monthly from the 7th Machine Records Unit Pentagon, containing rosters of Army and Air Force personnel assigned to the Agency. These rosters are used to authenticate strength figures. Authorized changes are recorded on one copy and returned to the Machine Records Unit. Filed chronologically. (1960)		
14	PAY RECORD INFORMATION CARD FILE	.1	Temporary. Destroy when no longer needed for reference.
	Consists of 5x8 card containing Pay Record information on enlisted personnel. Cards are used to maintain up-date pay authorizations, and contain such information as base pay, longevity, allotments, withholding tax, social security deductions etc. (Current)		

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
15	<p>Approved For Release 2005/11/21 : CIA-RDP7A000487A000100230003-5</p> <p>ARRIVAL AND DEPARTURE REGISTERS</p> <p>Consists of AGASF Form 647, Officer's Register, and Sign In/Out Morning Report Register, maintained as a record of the arrival, departure, destination, and similar data pertaining to military personnel. Filed chronologically. (1959-1960)</p>	.2	<p>SECRET</p> <p>Temporary. Destroy when 1 year old.</p>
16	<p>EE PERSONNEL FILES</p> <p>Consists of dispatches and cables which are used to furnish necessary operating information and to transmit separate cover attachments to field stations from headquarters and vice versa.</p> <p>(1) Chronological Dispatch File:</p> <p>Consists of all dispatches prepared by HQs furnishing operating information to the field stations.</p> <p>(2) Information & Locator cards consists information pertaining to an individual's assignment with Agency, cards indicate slot number, date assigned to Agency, Division, location, tour of duty expiration date, etc.</p> <p>(3) Personnel actions file consists of recruitment requests for personnel requested for assignment to the EE areas. These forms contain information such as necessary qualifications, slot numbers, brief summary of job description. They are also used for reassignment of an individual to another job and to another Division.</p>	7.0	<p>Temporary. Destroy when 1 year old (Cut off at end of each year; destroy 1 year thereafter)</p>
		2.5	<p>Temporary. Destroy when 5 years old. (Cut off at end of each year, then transfer to records center 2 years thereafter.)</p>
		0.1	<p>Temporary. (Cut off at end of each year retained for 1 year and destroy).</p>
		1.	<p>Temporary. Destroy when 2 years old. (Cut off at end of each year and destroy).</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
17	(4) Travel orders pertaining to personnel going to and returning from overseas areas. They contain such information as to special authorizations, leave authorized enroute, shipment of POV, shipment of household goods, transportation of dependents, etc.	SECRET 1.0 Approved For Release 2005/11/21 : CIA-RDP78A000100230003-5	Temporary. Destroy when 2 years old. (Cut off at end of each year. Destroy 1 year thereafter.)
18	AIRMEN'S PROFICIENCY TEST FILE (Air Force) Consists of test booklets, answer sheets, instructions and similar material used in administering Airmen's Proficiency Tests. (Current)	1.3	Temporary. Destroy when superseded or obsolete.
19	USAF REIMBURSEMENT RECORDS FOR PERSONNEL MOVEMENT Consists of information on military and civilian travel (TDY and PCS) performed under military auspices. Contains travel orders, authorizations and correspondence. This records is used as a basis for reimbursement to USAF for travel facilities furnished Agency personnel. (1958-1959)	.7	Temporary. Destroy when 2 years old. Retain in work area for 2 years then destroy
20	REPORT OF SEPARATION FILE Consist of Form 971, Report of Separation, and the Interview Worksheet, prepared from information obtained while conducting pre-exit interviews. Form 971 is used to prepare the monthly Summary of Military Separations which is forwarded to SRB/RSD inclusion in the appropriate statistical reports. Filed Chronologically. (1958-1960)	2.0	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
20	PUBLICATIONS FILE (Army & Air Force) Consists of published material such as CIA Regulations, Army and Air Force Regulations, MPD Memorandums, post reports, etc., maintained for reference purposes.	23.0	Temporary. Destroy when superseded or obsolete. (Includes file #464 previously shown under admin unit.)